New International Student Online Check-In Instructions

1. Go to MyUTampa and Look for ISSS Portal.



2. When you login, go to Section 3, to the right of the page, Request & Document Center.

Important Information	Personal & Program		Request & Document Center
In the International Programs Office, we are committed to help you have the best exper	ence as possible at UT. But first, carefully read all information in this section.		
Upon arrival in the U.S., F-1 international students are required to check in with Internat report necessary information about your status to the U.S. Department of Homeland S so can result in the termination of your status.	onal Services. This is to ensure that the required documents are placed on file and for Inte curity via SEVIS (Student and Exchange Visitor Information System). It is important to kno	ernational Services to comply with the Federal immigration regulations to ow that the check in & registration procedure is part of maintaining valid F-1 s	tatus arti failure to do
Please fill out the New International Student Check-in Request, in the Requests & Docu education level from bachelor's to master's, you must complete and submit this reque	nent Center (section 3 at the right side of this page), and upload the required documents, t as well.	If you are returning from a leave of absence, or being transferred from anoth	er school or changing
During the Check-in & registration process, International Services will review your docu	nents for accuracy. For any questions you may have, you may contact us at any time.		
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3. Once there, to the right you will find the requests icons. Click on the New International Student Check-In.

Important Information/	Personal & Program		Request & Document Center
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No pending requests			
Completed Requests		×	~
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	Document Upload	F-1 On-Campus Employment	F-1.SEVIS Transfer Out
	- -	i ii ii	SEVIS Registration
	New International Student Check-In	Reprint/Revised/Travel Signature I-20	

4. A pop-up window with the request will be launched. Read all the pertinent Learning Content. Do not get overwhelmed by all this information. Remember that you can always print it in a pdf, and it will also be available in our website.



5. Navigate through sections by hitting the Next Button. Fill out the Questionnaire on Section 3 with the information of the person you will consider as your Emergency Contact. That person can be in the US or in your home country. If you still don't have an US phone number, please just type ten zeroes (0000000000) but be ready to provide one in Workday no later than 2 weeks from the first day of class. Be mindful of the Address Format used in the US when filling that field if you live off-campus.

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	Some City		
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6. On section 4 you will upload your immigration documents. Please upload them in pdf format. Follow the link provided there to access your **Most Recent I-94**. Do not upload your Travel History, that is not what is needed. If you are changing status to F-1 from another type of visa, upload the Approval Notice in the space for the visa. If you are from Canada or Bermuda, just upload the stamp in your passport. If you have any dependents with you, upload all the documents in a single pdf file.

9 important information	🔗 Personal & Program		Request & Document Cent
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7. When you finish all the sections make sure you click the **Submit** button.