ISSO CHECK IN FORM: INSTRUCTIONS

Part 2: US RESIDENTIAL ADDRESS (or where you are currently staying):

The ISSO must report the physical address of where you are living in the US to SEVIS. This must be where you live, not a post box where you only receive mail. **If you don't know where you'll be living**, enter the address of where you are staying now (for example, a hotel, a hostel, a friend's or relative's home). Immigration regulations require you to update your address within 10 days each time you move to a new residence. Add the address change form to your browser's bookmarks or find on the home page of ISSO web site. We are also REQUIRED to include a US phone number—if you do not yet have one, please include the phone number of your Cornell department or advising office.

Part 3: US ADMISSION (I-94) NUMBER:

Information on your arrival (called “admission”) into the US can be accessed by you at [www.cbp.gov/i94](http://www.cbp.gov/i94) OR on you may have an small white card stapled into your passport at the port of entry (usually land ports only). You should print out the on line admission record (“most recent entry” page) and keep it with your immigration documents.

**“Admission (I-94) Record Number”**: (11 digit number printed on your entry record—occasionally this has a different number of digits and that is okay)

**“Admit Until Date”**: Does your I-94 Admission Record state "D/S"? On the line labeled “Admit Until Date,” your entry record should state “D/S” which stands for "Duration of Status.” If your record does NOT state D/S, please come to the ISSO as soon as possible and bring your passport and I-20 / DS-2019 with you. [Note: “D/S” means that while you are a student, you are legal to remain in the US, provided that you comply with the regulations AND keep your I-20 or DS-2019 valid by extending it before the end date listed on your I-20 or D-2019.]

**“Most Recent Date of Entry” into the US**: This is the date you entered the US and is listed on your I-94 Admission Record and on the date stamp in your passport:

**“Class of Admission” listed on your I-94 Admission Record**: This should be F1 or J1

If you entered the US in a status other than F1 or J1 (for example, B2 Tourist or B- Prospective Student or under the Visa Waiver or Global Entry Program), and you have NOT applied for a change of status within the US, come to the ISSO immediately with your I-20 or DS-2019, passport and I-94 entry record.

Part 4: ENTRY VISA STAMP (ISSUED BY US CONSULATE—Canadians do not have this):
The entry visa is the stamp placed in your passport at a U.S. consulate. It indicates the visa type, the number of times you can enter using this visa and the expiration date. Canadian and Bermudan nationals are not required to have an entry visa in their passport.

**Type / Class:** (This should be F1 or J1—NOT B2)

**Number of entries:** this will be “M,” for multiple, or “1” or “2”

**Visa expiration date:** The date on which your visa stamp will expire.

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**Part 5: PASSPORT INFORMATION:**

**Country of Citizenship:** If you are a citizen of two or more countries, please list the country for the passport you used to enter the US.

**Passport number:** Listed on the passport ID page.

**Passport expiration date:** Listed on the passport ID page.

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**Part 6: EMERGENCY CONTACT:**

In case of emergency, whom in the world should we call? This contact can be anywhere in the world and does NOT have to be inside the US.

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**Part 7: CERTIFICATION – REMEMBER THESE REGULATIONS!!!!!!**

- **Always enroll FULL-TIME** during the academic year (undergraduates must enroll for a minimum of 12 credit hours; graduate students must be registered full time as defined by your degree program).
- **APPLY FOR EXTENSION OF I-20 / DS-2019 BEFORE the end date** if you need more time to complete program.
- **GET A TRAVEL SIGNATURE** within the last 12 mos (6 mos. if Canadian or on OPT) before traveling outside of the US (page 3 of I-20, lower right of page 1 of DS-2019). Come to the ISSO for the travel signature (or the Cornell Tech office if you are a Cornell Tech student).
- **Update your LOCAL RESIDENTIAL ADDRESS** within 10 days of moving by updating the ISSO online change of address form: [http://isso.cornell.edu/about/update-your-address](http://isso.cornell.edu/about/update-your-address)
- **NEVER work off-campus without PRIOR authorization.** Discuss off-campus work authorization at the ISSO. (You MAY work on campus up to 20 hrs per week while enrolled.)

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**WHAT’S NEXT?:** After you have completed this form, you may bring it to the ISSO, or you can scan page 1 and 2 and send it to: isso@cornell.edu. Check out information about getting settled in Ithaca here: [http://isso.cornell.edu/life-cornell/new-student-arrival-guide](http://isso.cornell.edu/life-cornell/new-student-arrival-guide)

Any Questions? Come visit us at the ISSO.

**ISSO, B-50 Caldwell Hall**

**Walk-in Advising Hours:** Mon, Tues, Thurs, Fri: 9-12:00 & 1:00-4:30; Wednesday 1:00-4:30

Or on the web at: [www.isso.cornell.edu](http://www.isso.cornell.edu), by email at isso@cornell.edu, or by phone at 607-255-5243; our FAX number is 607-255-2778