



Capstone International Center
International Student & Scholar Services



International Orientation

Completing Immigration Check-In



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Completing Check-In

Congratulations, you are at the last stage of Orientation and Check-in.

To complete Check-In:

1. Follow the instructions to **update your Tuscaloosa address** in [MyBama](#), **and**
2. Upload Clear Scans/Images of the Following Documents to our [Secure Portal](#):
 - [Contact Information Sheet](#);
 - [Acknowledgement of Responsibility Form](#);
 - Your passport main information page;
 - Your F-1 Visa or J-1 Visa;
 - Your F-1 I-20 (pages 1 and 2 only) or J-1 DS-2019 (page 1 only);
 - [I-94 Arrival/Departure Record \(note: only accessible after arrival to the U.S.\)](#); and
 - If you have a spouse or children with you, please also scan their documents for check-in.

Once these steps are complete, ISSS will be able to activate your immigration record.





Updating Address

You must report your address at check in and keep your address updated. All non-U.S. citizens residing in the U.S. are required update their address within 10 days of any change of address.

When you move, you should update your address in [myBama](#), and ISSS will report the change to the Department of Homeland Security in SEVIS.

ISSS must have the following information to report to immigration:

- Local Address – This is where you physically live in Tuscaloosa.
- Permanent Address – This is your address in your home country.

The screenshot shows the 'myBama - Academics' interface. On the left is a dark red navigation sidebar with the Alabama 'A' logo at the top and menu items: Home, Academics, Admissions/Scholarships, Campus Life, Employee, Library, Faculty, Research, and Tech. The main content area is white with a dark red header 'Banner Self Service'. Under 'My Banner Links', there are links for Class Schedule, Exam Schedules, Course Catalog, Transfer Credit, Order Textbooks Online, Letter of Transiency, and Personal Information. Under 'Personal Information', there is a link for 'Answer a Survey' and a yellow box highlighting 'View Addresses and Phones' and 'Update Addresses and Phones'. Other links include View E-mail Addresses, Update Parent's E-mail Addresses, Update Employee Email Address, View Emergency Contacts, Update Emergency Contacts, Update Marital Status, Name Change Information, Social Security Number Change Information, and Update Preferred Name and Pronoun. At the bottom are links for Faculty & Advisors and Employee Services.



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Updating MyBama Address

THE UNIVERSITY OF ALABAMA®

Personal Information



ID Number: 123456789

big.al@ua.edu

1 University Blvd., UA, Tuscaloosa, AL 35487

205-348-5402

Personal Details

First Name Big Al	Middle Name	Last Name Elephant
Date of Birth 12/31/1981	Marital Status Married	Legal Sex Male
Preferred First Name	Personal Pronoun He	

Name or SSN Change Information

Address

Local Street (non-mailing)
Current
11/01/2019 - (No end date)
1 University Blvd., Apt. 12
Tuscaloosa
Alabama 35401

Local Mailing Address
Current
03/21/2013 - (No end date)
P.O. Box 870254
Tuscaloosa
Alabama 35487

Permanent Home Address
Current
03/21/2013 - (No end date)
1 Roll Tide Avenue
Dhaka
Bangladesh

+ Add New

- Local Address – This is where you physically live in Tuscaloosa.
- Permanent Address – This is your address in your home country.



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Uploading Documents for Check-In

 The University of Alabama

Check In Document Upload Form for International Students

Welcome Charter Morris !
Please select document types and add check in documents for submission.
Remember, Upload file has to be **image, pdf or word file** with less than **5MB** in size.

Choose Upload Document Type

--- Select ---

Add Files

Submit

Choose Upload Document Type

--- Select ---
--- Select ---
Contact Information Sheet
Acknowledgment of Responsibility Form
Passport
Visa
I-94 Record
I-20 or DS-2019

Submit **Reset**

- Access our [Secure Immigration Check-in Portal](#)
- Remember, your documents must be saved as an image, pdf, or word file less than 5 MB in size.





Getting Your I-94

The I-94 is your Arrival and Departure Record, which confirms your “official” visa status while in the U.S.

Access online at <https://i94.cbp.dhs.gov/I94/>

Your class of admission must always be correct - F1 for student visa and J1 for exchange visitor.

Your “Admit Until Date” should be D/S, which stands for Duration-of-Status.

If your I-94 says something different or if you cannot access your I-94 record, you should schedule an appointment with ISSS right away.

The screenshot shows the U.S. Customs and Border Protection website interface for viewing an I-94 record. The header includes the agency logo and the text "U.S. Customs and Border Protection Securing America's Borders". The page title is "I-94 FAQ". The record details are as follows:

Admission (I-94) Record Number:	0123456789	Print
Most Recent Date of Entry:	August 15, 2018	
Class of Admission:	F1	
Admit Until Date:	D/S	

Details provided on the I-94 Information form:

Last/Surname:	ELEPHANT
First (Given) Name:	BIG AL
Birth Date:	12/25/1981
Passport Number:	1234567890
Country of Issuance:	BANGLADESH

There is a "Get Travel History" button below the details. A footer note states: "Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d)."



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Getting Your I-94



The screenshot shows the I-94 Website interface. At the top, there are navigation tabs: HOME, APPLY FOR NEW I-94, GET MOST RECENT I-94 (highlighted with a green box), VIEW TRAVEL HISTORY, VIEW COMPLIANCE, GUAM-CNMI TRAVEL INFO, and FAQ. Below the navigation is a banner with the text: "Official Site for Travelers Visiting the United States: Apply for or Retrieve Form I-94, Request Travel History and Check Travel Compliance". Below the banner are four service cards:

- Visiting the U.S. & Arriving via a Land Border?** A Form I-94 is needed by all visitors except: U.S. Citizens, returning resident aliens, aliens with immigrant visas, and most Canadian citizens visiting or in transit. Travelers will be issued an I-94 during the admission process at the port of entry. If you are traveling via a land border you may apply for an I-94 in advance here, saving time while at the port of entry later. Button: APPLY FOR NEW I-94 (Land Border Travelers Only).
- Already Visiting & Need Proof of Visitor Status?** A traveler lawfully admitted (or paroled) into the U.S. may look up their most recent Form I-94 and then print it out here. This is considered your *lawful record of admission*. If someone requests your admission information, this is the form you would provide. Button: GET MOST RECENT I-94 (highlighted with a green box).
- Need A History Of Your Arrivals & Departures?** View your U.S. arrival and departure history for the past 10 years (certain types of travel history may not be provided). Please know, this travel history is a tool to assist you but not an official record for legal purpose. Button: VIEW TRAVEL HISTORY.
- How Much Longer May I Remain in the U.S.?** View your compliance with the terms of your admission into the U.S. here. Please know, this tool is to assist you but is not an official record for legal purposes. Only certain classes of Visa Waiver Program admissions are currently able to utilize this tool. Button: VIEW COMPLIANCE.

Enter Your Traveler Info

Note: The info returned may not reflect applications submitted to or benefits received by U.S. Citizenship and Immigration Services or Immigration and Customs Enforcement.

*** First (Given) Name :** *** Last (Family) Name/Surname :** ?

*** Birth Date :** ?
Day Month Year

*** Document Number :** ?

*** Country Of Citizenship :** ?

[Cancel](#) [NEXT >](#)

Proceed to your most recent I-94



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Required Documents for Upload

- Contact Information Sheet;
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- Your passport main information page;
- Your F-1 Visa or J-1 Visa;
- Your F-1 I-20 (pages 1 and 2 only) or J-1 DS-2019 (page 1 only);
- I-94 Arrival/Departure Record (note: only accessible after arrival to the U.S.); and
- If you have a spouse or children with you, please also scan their documents for check-in.



Address Updated? Documents Uploaded? SEVIS Validated!



Congratulations! You're done with your check-in process.

ISSS will process the validation of your SEVIS Record, which can take 2 – 3 business days at a minimum.

After the check-in has been completed and your SEVIS record has been validated, you will be notified.

After SEVIS Validation, ISSS will be able to process any requested verifications for I-9 processing, Alabama Credit Union accounts, Driver's Licenses, and Social Security Number applications.



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