



INTERNATIONAL STUDENT AND SCHOLAR SERVICES

ISSS CHECK-IN

Step-by-Step Procedures for Proper Check-in with ISSS

All international students, professors, and scholars must officially check in with ISSS each and every time they enter the U.S. and at the beginning of each fall and spring semester. All new internationals must bring their immigration documents in person to ISSS within 10 days after arriving in the U.S. It is necessary that you inform ISSS if any change is warranted on these forms, such as contact information, immigration documents, or foreign address. A hold is placed on registration for classes if check-in and ISSS orientation are not completed.

Here are the steps to check in.

All steps are required in order to complete the check-in process

1. Official International Check-in Form

You may complete and submit the [online form](#).

2. Verify Addresses

Verify or change your local and official address in my.newschool.edu.

3. Necessary Immigration Documents:

New Student/Scholars

Please bring originals of following documents and submit them in person at ISSS check-in.

Necessary documents include

- Passport and visa page
- I-94 admission record (print out at www.cbp.gov/i94).
A copy of the I-94 record must be submitted to ISSS every time you re-enter the U.S.
- Original I-20(s)/DS-2019(s)
- Social security card (if you have one)
- All other relevant immigration documents

New students are also required to complete the Online Orientation. Please [sign in](#) to complete the online orientation and **print the confirmation page** at the end for your records.

Continuing Students/Scholars

If there are any changes to any of the necessary documents listed above, please make a copy and submit them to ISSS. Scanned copies may be submitted via email to iss@newschool.edu, paper copies may be sent via fax to 212.229.8992, or you may submit documents in person at the ISSS office.

Please put your New School ID number, last name, first name and "ISSS Check-in" in the subject line. FOR EXAMPLE - Subject: N00032694 Kim, Rosie ISSS Check-in.

Holds Removal

If you have a hold on your student account from the ISSS office, the ISSS support staff will remove the ISSS hold on your account after you complete the check-in process. The ISSS hold must be removed in order for you register for classes.

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The ISSS support staff will verify your attendance in SEVIS after you complete the check-in process. This must be done each semester to prevent the termination of your SEVIS record.