

**F-1 CHECK-IN FORM**

**BIOGRAPHICAL INFORMATION**

Student's Name: \_\_\_\_\_  
(Indicated on passport) Last Name First Name Middle Name

UCLA ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Month Day Year

SEVIS ID #: N \_\_\_\_\_ Citizenship: \_\_\_\_\_

**CONTACT INFORMATION**

Local Telephone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Local U.S. Address:** Update your addresses and phone number online at [my.ucla.edu](http://my.ucla.edu) by clicking on "settings" tab.

Street Address Apt/Room # City State Postal Code

**Overseas Address:**

Street Address Apt/Room # City/Province Country Postal Code

**PREVIOUS EDUCATIONAL INFORMATION**

Did you attend another U.S. school prior to coming to UCLA?  YES  NO

If **Yes**, name of the previous school: \_\_\_\_\_ Date of last attendance: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-Mail (if any): \_\_\_\_\_

Address: \_\_\_\_\_  
 Street Address Apt/Room # City State/Country Postal Code

**I am expected to complete the F-1 Visa Workshop online to understand how to maintain my F-1 status at UCLA. I understand that I am also required to review the DCISS [F-1 Student Visa Regulation Guidelines](#) and understand my responsibilities as an F-1 student at UCLA.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR DCISS USE ONLY</b>	INIT: _____ DATE: _____		
<input type="checkbox"/> Visa Workshop	<input type="checkbox"/> Address/Phone Updated	<input type="checkbox"/> Holds Removed	<input type="checkbox"/> SEVIS Registered <input type="checkbox"/> Scanned

# **UCLA** Dashew Center for International Students and Scholars

## **F-1 CHECK-IN INSTRUCTIONS FOR CANADIAN STUDENTS**

Welcome to UCLA! All newly admitted international Canadian students are required to complete mandatory visa check-in upon arrival to UCLA to validate their F-1 status. Follow the steps below to complete check-in requirements as a Canadian student:

1. Complete the DCISS F-1 Student Check-In Form
2. Prepare the following documents after arrival to UCLA:
  - **Copy of Page 1 of your UCLA I-20**
  - **Copy of your I-94 Admission Record\***
    - ❖ **Electronic I-94:** To access and print your I-94, please go to <https://i94.cbp.dhs.gov/I94/#/home>. This website is only accessible after your arrival or return to the U.S.
    - ❖ **Paper I-94 Card:** If you have been given a paper I-94 Card instead of an electronic I-94, please make a **copy of both the front and back sides of the card.**
  - **Copy of most recent U.S. entry stamp inside your passport (entry stamp must indicate 'F-1 | D/S' notation)**
  - **Copy of your Passport Photopage**
  - **I-901 SEVIS Fee Payment Receipt**
  - **Original Passport and UCLA I-20**

*(SUBMIT COPIES ON 8 ½" x 11" SIZED-PAPERS ONLY)*

**NOTE: Only make copies of the documents listed above AFTER your arrival or return to the U.S. DCISS Does Not Provide Photocopy or Print Services. Have documents listed above ready at time of check-in or your check-in will not be accepted.**

3. Submit your documents above at a designated DCISS Check-In Session

### **Mandatory Address, Phone Number, and E-mail Reporting Upon Arrival to UCLA**

F-1 students are required to maintain a valid local U.S. address, overseas address, U.S. telephone number, and e-mail at all times during their studies at UCLA. Upon arrival to UCLA, please log on to [www.my.ucla.edu](http://www.my.ucla.edu) and click on 'Settings', then click on 'Official Email/Address/Phone' at the top right hand corner to update your contact information in the UCLA system. Update your contact information as follows:

- **E-MAIL** in MyUCLA must be a verifiable email address that you check on a daily basis.
- **MAILING ADDRESS** in MyUCLA must be a local U.S. address within the Los Angeles area.
- **PERMANENT ADDRESS** in MyUCLA must be an overseas address outside of the U.S.
- **PRIMARY PHONE NUMBER** in MyUCLA must be a 10 digit U.S. telephone number.
- **HOME PHONE NUMBER** in MyUCLA must be an active overseas telephone number (include country code).

*Update your contact information: [www.my.ucla.edu](http://www.my.ucla.edu)*

***Failure to comply with the check-in requirements listed above will result in termination of your F-1 status.***

***For any issues or concerns with your check-in documents, contact DCISS immediately prior to check-in.***