

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 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: _____

OVERSEAS EMERGENCY CONTACT INFORMATION

Contact Name: _____ Relationship: _____

Overseas Telephone #: _____ E-Mail (if any): _____

Address: _____
 Street Address Apt/Room # City/Province 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: _____

FOR DCISS USE ONLY	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

F-1 CHECK-IN INSTRUCTIONS

Welcome to UCLA! All newly admitted international 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 visa check-in:

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 your F-1 Visa**
 - **Copy of most recent U.S. entry stamp inside your passport**
 - **Copy of your Passport Photopage**
 - **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 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:

- **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.
- **E-MAIL** in MyUCLA must be a verifiable email address that you check on a daily basis.
- **PRIMARY PHONE NUMBER** in MyUCLA must be a 10 digit U.S. telephone number.

Update your contact information: 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.