Office of International Student and Scholar Services (OISS)

Completing Your Check in Form

Instructions on how to login to RGlobal to complete the check-in procedure and upload legal documents
Login to RGlobal

ONLINE CHECK-IN WITH OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES (OISS)

This is a legal requirement of your F-1 or J-1 status, and your status will not be legally activated until you have successfully completed this process. Use your Rutgers NetID and password to login to your RGLOBAL account to complete your information through the check-in form (available under "Orientation" in the RGlobal portal).

In the online check-in process, you will be asked to upload scans or photos of your passport biographical page, visa page, your I-20/DS-2019, and I-94. If you are on campus, you will have access to computer labs in your academic school. However, the easiest way to upload images is to take a clear picture with your phone and email it to yourself.

You will receive notification via email once your form has been processed and approved.

- Start by visiting our website at https://myrun.newark.rutgers.edu/node/487
- There is a link to “RGLOBAL” (see image above)
- Click the link to the RGlobal portal
- Use your NetID and password to login
Open the Check-In Form

- The Student Check-In Form can be found under the “Orientation” tab on the left hand side of the portal.
U.S. Local Address and Contact Information

- Read Form Guidance on the top of the form
- Begin check-in by selecting whether or not you live on campus

If you live on-campus:
Enter non-Rutgers email and US telephone number

If you live off-campus:
Enter U.S. address, non-Rutgers email and US telephone number

Use the next few slides to help you format your address correctly if you have an off-campus address.
# U.S. Local Address and Contact Information: Formatting an U.S. Address: Example 1

<table>
<thead>
<tr>
<th>U.S. LOCAL ADDRESS AND CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you move, you must report your address change within 10 days of moving. You can change your address at Rutgers online address update page.</td>
</tr>
</tbody>
</table>

- **Street 1**: 96 Daisy Street
- **Apt. 23**
- **City**: Piscataway
- **State**: New Jersey
- **Zip code**: 08854

It is preferred that you enter a U.S. phone number. If you don’t have one at the time of completing this form, please update your MyRutgers portal when you do have a U.S. phone number so it can be recorded in your SEVIS record.

- **Street number is different than apartment number and should come before the street name**
- **Apartment number should be listed on the second line (Street 2)**
U.S. Local Address and Contact Information:

Formatting an U.S. Address: Example 2

<table>
<thead>
<tr>
<th>U.S. LOCAL ADDRESS AND CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If you move, you must report your address change within 10 days of moving. You can change your address at Rutgers online address update page.</strong></td>
</tr>
<tr>
<td>**Street 1 ***</td>
</tr>
<tr>
<td><strong>Street 2 and Apartment/Suite Number</strong></td>
</tr>
<tr>
<td>**City ***</td>
</tr>
<tr>
<td>**State ***</td>
</tr>
<tr>
<td>**Zip code ***</td>
</tr>
<tr>
<td>**Non-Rutgers email ***</td>
</tr>
<tr>
<td><strong>U.S. Phone Number</strong></td>
</tr>
</tbody>
</table>

It is preferred that you enter a U.S. phone number. If you don’t have one at the time of completing this form, please update your MyRutgers portal when you do have a U.S. phone number so it can be recorded in your SEVIS record.
Foreign Address and Emergency Contact

**FOREIGN ADDRESS**

U.S. law requires you to enter your permanent home country address in your record. To change your permanent home country address in the future, please update the Rutgers online address update site.

- **Foreign Phone Number**: 0
- **Please enter a foreign phone number if you have one.**

**EMERGENCY CONTACT INFORMATION**

Please provide contact information for someone we can contact in the case of emergency. This person may reside in the U.S. or abroad.

**EMERGENCY CONTACT 1**

- **Type of contact**: *
- **Full name**: *
- **Street address**: 
- **City**: 
- **State/Region, if applicable**: 
- **Country**: 
- **Phone number**: *
- **Email address**: 
- **Relationship**: *

- Your foreign home address is already in our record. If anything changes, please use the Rutgers online address update link to update.
- Enter your foreign phone number if you have one.
- You will also have to enter emergency contact information for at least one emergency contact, or two if you prefer.
- At least one of your emergency contacts should live in the United States, if possible.
Dependent Information

- Select whether or not you have dependent(s) in F-2 or J-2 status entering the United States with you.

- If you have dependents, instructions will be provided for you about the Dependent Fee.

- If you have dependents, have your dependents’ immigration documents ready for upload later in the check-in form.

**DEPENDENT INFORMATION**

Do you have dependent(s) accompanying you in F-2 or J-2 status? * 

Please fill out the form and upload your dependent documents. However, you must pay a Dependent Fee of $50 for your spouse and $25 for each dependent child. This fee should be paid in person at OISS by check or money order made out to Rutgers, The State University of New Jersey. The address is:

175 University Ave, Conklin Hall, Room 216
Newark, NJ 07102
You MUST upload your immigration documents including:

- F-1/J-1 student visa page on passport
- Passport biographical page(s)
- Form I-94
- I-20 for F-1 students. Transfer students need to include previous I-20 forms too.
- DS-2019 for J-1 students

Scans or clear photos taken from phone are acceptable. Please consider using an app such as CamScanner or Google Drive to create good quality pdf.

Follow the next few slides on immigration documents upload.
Immigration Documents: F-1 or J-1 Student Visa Page

- Your visa type should be F-1 or J-1
- The SEVIS number on your visa should match the SEVIS number on your I-20/DS-2019
- Know when your visa expires
Your passport should be valid for at least 6 months into the future at all times.
Immigration Documents: Form I-94

Your record number will change every time you leave/enter the country.

Be sure to submit the most recent I-94.

If your I-94 says anything other than D/S please contact our office.

If your I-94 says anything other than F1 or J1, please contact our office.
Immigration Documents: I-20 (for F-1 students)

- Your SEVIS ID Number
- Sign and Date in BLUE ink
- Program End Date
Immigration Documents: DS-2019 (for J-1 students)

Program End Date

Your SEVIS ID Number

Sign and Date in BLUE ink
Submit the Form

**ACKNOWLEDGEMENT OF UNDERSTANDING**

- I understand that it is my responsibility to maintain my lawful status while in the U.S. If I have any questions about these responsibilities I will seek guidance from an adviser at Global Services for further information. I hereby authorize the Center for Global Services to access my I-94 Arrival and Departure record as needed to verify my status.

* required fields

- Don’t forget to hit “submit” once you have completed all relevant fields
- If you receive an email requesting follow up, please correct the mistakes or respond within 2 days
- If you have any questions while completing the form, please email OISS@newark.rutgers.edu
- You will receive a confirmation email once the form has been approved and updated