

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

OFFICE OF
INTERNATIONAL
STUDENT AND
SCHOLAR
SERVICES (OISS) >

F-1 Student >

Online Check-In with
Office of International
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>

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



RGlobal online services for international students, scholars & staff

 **Secure Online Session**

Campus: Rutgers New Brunswick Students

Network ID:

RGlobal Services Home Page

Online Services for International Students, Scholars, and Staff: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more.

RGlobal Home Page

- Biographical Information**
- F-1 Practical Training**
- Orientation**
 - Student Check-In Form**
- Logout of RGlobal**

SEVIS Status Information

SEVIS ID:

Status:

Level:

Program Start:

Program End:

Options

- ☐ View cases closed before today
- ☐ View correspondence and notes older than 60 days

The Center for Global Services at the GAIA Centers provides immigration related advising and processing; and cross-cultural programs for international students and scholars, as well as their spouses and dependents. The center also serves to demystify federal regulations and assist members of the campus community in the cultural adjustment process.

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

Do you live on campus? * ☒ YES ☐ NO

U.S. LOCAL ADDRESS AND CONTACT INFORMATION

If you live on campus, your address will automatically be entered on your record. If you move off-campus, be sure to report your address change within 10 days of moving. You may change your address at [Rutgers online address update page](#).

Non-Rutgers email *

U.S. Telephone Number

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.

If you live off-campus:

Enter U.S. address, non-Rutgers email and US telephone number

Do you live on campus? * ☐ YES ☒ NO

U.S. LOCAL ADDRESS AND CONTACT INFORMATION

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](#).

Street 1 *

Street 2 and Apartment/Suite Number

City *

State *

Zip code *

Non-Rutgers email *

U.S. Phone Number

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.

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

U.S. LOCAL ADDRESS AND CONTACT INFORMATION

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](#).

Street 1 *	96 Daisy Street
Street 2 and Apartment/Suite Number	Apt. 23
City *	Piscataway
State *	New Jersey
Zip code *	08854
Non-Rutgers email *	<input type="text"/>
U.S. Phone Number	<input type="text" value="0"/>

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

U.S. LOCAL ADDRESS AND CONTACT INFORMATION

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](#).

Street 1 *	180 College Avenue
Street 2 and Apartment/Suite Number	Apt. 3F
City *	New Brunswick
State *	New Jersey
Zip code *	08901
Non-Rutgers email *	
U.S. Phone Number	0

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.

Personal email that you check regularly

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

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

DEPENDENT INFORMATION

Do you have dependent(s) accompanying you in F-2 or J-2 status? * ☒ YES ☐ NO

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

- 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

Document Uploads

DOCUMENT UPLOADS

PDF, JPEG OR PNG FILES ALLOWED

Are you a citizen of Bermuda or Canada? *

☐ YES
☐ NO

Upload passport pages with bio information & photo *

Choose File

No file chosen

Upload Form I-94 *

Choose File

No file chosen

Upload I-20, if applicable

Choose File

No file chosen

Upload DS-2019, if applicable

Choose File

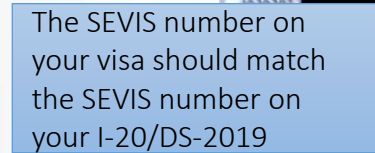
No file chosen

Upload dependent passport *

Choose File

No file chosen

- 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





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Immigration Documents: Form I-94

OMB No. 1651-0111
Expiration Date: 11/30/2014

Get I-94 Number
I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: [REDACTED]

Admit Until Date (MM/DD/YYYY): D/S

Details provided on Admission (I-94) form:

Family Name:	[REDACTED]
First (Given) Name:	Federico
Birth Date (MM/DD/YYYY):	[REDACTED]
Passport Number:	[REDACTED]
Passport Country of Issuance:	Italy
Date of Entry (MM/DD/YYYY):	05/11/2013
Class of Admission:	F1

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

Be sure to submit the most recent I-94

► 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).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

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



Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038																															
SEVIS ID: N0004705859																																	
SURNAME/PRIMARY NAME Sample STEM PREFERRED NAME COUNTRY OF BIRTH UNITED KINGDOM DATE OF BIRTH 08 FEBRUARY 1987 FORM ISSUE REASON CONTINUED ATTENDANCE		GIVEN NAME Student PASSPORT NAME COUNTRY OF CITIZENSHIP UNITED KINGDOM ADMISSION NUMBER LEGACY NAME Jay SamOne	CLASS <div style="font-size: 2em; font-weight: bold; text-align: center;">F-1</div> ACADEMIC AND LANGUAGE																														
SCHOOL INFORMATION																																	
SCHOOL NAME SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Helene Robertson FDSO		SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20744 SCHOOL CODE AND APPROVAL DATE BAL214F4444000 02 APRIL 2018																															
PROGRAM OF STUDY																																	
EDUCATION LEVEL BACHELOR'S NORMAL PROGRAM LENGTH 36 Months PROGRAM START DATE 01 SEPTEMBER 2011	MAJOR 1 Mechanical Engineering 14.1901 PROGRAM ENGLISH PROFICIENCY Required PROGRAM END DATE 30 MAY 2018	MAJOR 2 Forest Engineering 14.3401 ENGLISH PROFICIENCY NOTES Student is proficient																															
FINANCIALS																																	
ESTIMATED AVERAGE COSTS FOR: 4 MONTHS <table border="1"> <tr><td>Tuition and Fees</td><td>\$</td><td>1</td></tr> <tr><td>Living Expenses</td><td>\$</td><td>2</td></tr> <tr><td>Expenses of Dependents (0)</td><td>\$</td><td>3</td></tr> <tr><td>Expense Other Remarks</td><td>\$</td><td>4</td></tr> <tr><td>TOTAL</td><td>\$</td><td>10</td></tr> </table>		Tuition and Fees	\$	1	Living Expenses	\$	2	Expenses of Dependents (0)	\$	3	Expense Other Remarks	\$	4	TOTAL	\$	10	STUDENT'S FUNDING FOR: 4 MONTHS <table border="1"> <tr><td>Personal Funds</td><td>\$</td><td>5</td></tr> <tr><td>Funding School Remarks</td><td>\$</td><td>6</td></tr> <tr><td>Funding Other Remarks</td><td>\$</td><td>7</td></tr> <tr><td>On-Campus Employment</td><td>\$</td><td>8</td></tr> <tr><td>TOTAL</td><td>\$</td><td>26</td></tr> </table>		Personal Funds	\$	5	Funding School Remarks	\$	6	Funding Other Remarks	\$	7	On-Campus Employment	\$	8	TOTAL	\$	26
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On-Campus Employment	\$	8																															
TOTAL	\$	26																															
REMARKS																																	
finished program - applying for OPT																																	
SCHOOL ATTESTATION																																	
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.3(f)(6). I am a designated school official of the above named school and am authorized to issue this form.																																	
<input checked="" type="checkbox"/> SIGNATURE OF: Helene Robertson, FDSO		DATE ISSUED 18 October 2018	PLACE ISSUED Ft. Washington, MD																														
STUDENT ATTESTATION																																	
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.																																	
<input checked="" type="checkbox"/> SIGNATURE OF: Student Sample STEM		DATE																															
NAME OF PARENT OR GUARDIAN	<input checked="" type="checkbox"/> SIGNATURE	ADDRESS (city/state or province/country)	DATE																														



Program End Date

Sign and Date in BLUE ink



Immigration Documents: DS-2019 (for J-1 students)

1. Family Name: Dow		First Name: Johan		Middle Name:		Gender: MALE		SEVIS ID Number: #0001234567	
Date of Birth (mm-dd-yyyy): 08-08-1999		City of Birth: Lodz		Country of Birth: POLAND		Citizenship Country Code: PL		Citizenship Country: POLAND	
Legal Permanent Residence Country Code: PL		Legal Permanent Residence Country: POLAND		Position Code: 215		Position: UNIVERSITY UNDERGRADUATE STUDENTS			
Primary Site of Activity: 123 Main Street Anytown, NY 10013									
2. Program Sponsor: InterExchange, Inc.								Exchange Visitor Program Number: P-1-0000	
Participating Program Official Designation: SUMMER TRAVEL/WORK									
Purpose of this form: Begin new program; accompanied by number 10 of immediate family members.									
3. Dates Covered Period: From (mm-dd-yyyy): 06-21-2016 To (mm-dd-yyyy): 09-30-2016				4. Exchange Visitor Category: SUMMER TRAVEL/WORK Subject Field Code: 1234 Subject Field Code Remarks: Labor					
5. During the period covered by this form, the total estimated financial support (in U.S. \$) to be provided to the exchange visitor by:									
6. U.S. DEPARTMENT OF STATE / DE-ONE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (SEE DATE).									
7. Name of Office of Preparing Form: InterExchange, 100 Wall St. New York, NY 10005 Address of Responsible Officer or Alternate Responsible Officer: Signature of Responsible Officer or Alternate Responsible Officer:						Alternate Responsible Officer: Title: 212-924-0446 Telephone Number: 01-13-2016 Date (mm-dd-yyyy):			
8. Statement of Responsible Officer for Withdrawing Sponsor (FOR TRANSFER OF PROGRAM): Effective (mm-dd-yyyy): Transfer of this exchange visitor from program number: to the program specified in item 1 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1960, as amended.									
9. PRELIMINARY ENDORSEMENT BY CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 10 OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-408, AS AMENDED (see item 1a of page 2). The Exchange Visitor is in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing source B. <input type="checkbox"/> The Exchange Visitor Skills List source C. <input type="checkbox"/> PL 94-408 is amended. (ALL U.S. AIR PARTISANS (S-2-4000) AND ALL ALIEN PARTISANS SPONSORED BY P-3-4000 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT.) Name: _____ Title: _____ Signature of Consular or Immigration Officer: _____ Date (mm-dd-yyyy): _____ THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING DS-2019.									
10. TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 7 years) "EXCEPT: Maximum validation period is up to 6 months for those who are scholars and 4 months for Camp Counselors and Summer Work Travel." (1) Exchange Visitor is in good standing at the present time: Date (mm-dd-yyyy): _____ Signature of Responsible Officer or Alternate Responsible Officer: (2) Exchange Visitor is in good standing at the present time: Date (mm-dd-yyyy): _____ Signature of Responsible Officer or Alternate Responsible Officer:									
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 1 on page 2 of this document. Signature of Applicant: _____ Date (mm-dd-yyyy): _____									



Your SEVIS ID Number

Program End Date



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

Submit

- 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