



Arrival Check-In

Instructions: Federal regulations require that new international students and scholars must report to the Office of International Programs (OIP) within 15 days of entering the U.S. Also, continuing students who have been issued a new I-20/DS-2019 with a new SEVIS ID are required to report.

Along with the form, submit to OIP photocopies or scans of the following:

- Blue entry stamp in your passport from Customs & Border Protection noting your date of entry (if there is one)
- I-94 card (small white card in passport) or print-out of your I-94 information from the U.S. Customs and Border Protection website, <https://i94.cbp.dhs.gov>
- Student visa inside your passport
- Passport ID page with your biographical info and the passport's expiration date
- Copies of all the above for each of your dependents

Please check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> New Student or Scholar | <input type="checkbox"/> Continuing Student, New I-20/DS-2019 |
| <input type="checkbox"/> Returning from Temporary Leave/ Out of Country | <input type="checkbox"/> English Language Institute Student |
| | <input type="checkbox"/> Transfer in on F Visa |

Last name:	UTEP ID#:	8
First name:	SEVIS ID#:	N00
Date of Birth: _ _ / _ _ / _ _ _ _	Visa Type:	<input type="checkbox"/> F-1 Start date: <input type="checkbox"/> F-3 <input type="checkbox"/> J-1 Expiration date:
Personal Email:	UTEP Email:	

Home Country Address (IN):

Number & Street: _____ Zip Code: _____
 City: _____ State: _____ Country: _____
 Phone: (+) _____

Complete U.S. Address (no P.O. box) (EX):

- I am a Border Commuter living in Mexico and therefore have no local address in the U.S.

Number & Street: _____ Zip Code: _____
 City: _____ State: _____ Country: _____
 Phone: (+) _____

Emergency Contact (EM):

Name: _____ **Relationship:** _____
 Number & Street: _____ Zip Code: _____
 City: _____ State: _____ Country: _____
 Phone: (+) _____ Email: _____

Please read the following information:

As an international visitor at UTEP, I understand that I am responsible for maintaining my immigration status in the U.S.:

Enrollment F & J students:

- I understand that every semester I must complete 12 credits if I am an undergraduate student, 9 credits if I am a graduate student, or 18 clock hours per week if I am an ELI student. OIP approval is required before any student can take less than fulltime enrollment.
- I understand that a grade of W does not count as completed credits
- I must finish my degree before my I-20 expires unless I have extenuating circumstances.

Insurance:

- F Students: I understand that I will be billed for health insurance for myself and possibly my dependents unless, I am on an F-visa and a Mexican Student. If I have my own policy and am billed for insurance by UTEP, I have until census day to request a waiver. **I understand that there are no exceptions to this deadline.**
- ELI students will not be billed and must purchase their own insurance policy.
- J students and scholars are required to carry insurance at all times during the program.

F & J all categories:

- I may not work on or off campus without a social security card and prior authorization from the Office of International Programs.
- I must update my U.S. address within 10 days of any change.
- If I am a J-1 visitor, I must finish my degree or objective within the maximum period of stay as defined by my J-1 category.
- I understand that I must request an extension before my document expires or I will lose my status.

Signature: _____ **Date:** _____

Office use only: SPAIDEN IN EX EM GOAINTL POE Current Credits _____ Previous Credits _____ SEVIS Registration Y N
 Transfer reprint Y N PTBC Y N If Y, update current SEVIS record in fsa Record set to current RCL authorized SPACMNT Initials _____