

## HOW TO CHECK IN WITH THE OFFICE OF INTERNATIONAL STUDENT SERVICES AT MARSHALL UNIVERSITY

All new students are required to complete the check-in process, which includes completing a Check-in Form and providing your original I-20, passport with US visa and entry stamp, and current I-94. Failure to complete the check-in process within 15 days of your program start date is a violation of your F-1 and will result in termination of your F-1 status.

To check in with the Office of International Student Services at Marshall University, please submit a form online at:

<http://www.marshall.edu/iss/check-in-form/>

This form will also ask you two questions regarding accessing your I-94 and subscribing to the ISS International Listserv.

- Our office asks to access your I-94 so that we can check your record and make sure that it was updated appropriately at your Port of Entry to the United States. If there are any typos on your I-94 or if your Port of Entry information has not been updated, we will help you make sure this information is updated. You will need an accurate I-94 in order to apply for benefits, such as a driver's license or social security number.
- The Office of International Student Services at Marshall University manages an email listserv for our international students. Subscribing to the listserv is optional. By subscribing, you agree that you wish to receive emails related to on-campus events, community programming, housing or for-sale items from MU students, or important reminders specifically for our international students. You will be asked if you would like to join the Listserv and if so, our office will add you as soon as possible. Joining the Listserv is completely optional.

If our office needs any additional information, we will contact you through your **marshall.edu** email address. It is vital that you check your Marshall email address on a regular basis. If you have any question, please contact the Office of International Student Services at [iss@marshall.edu](mailto:iss@marshall.edu).