NEW STUDENTS and RETURNING STUDENTS BEGINNING A NEW PROGRAM: 
HOW TO CHECK IN WITH INTERNATIONAL STUDENT SERVICES

1. Visit visas.case.edu. You will need to log in to your account using Single Sign On. Once on the homepage for visas.case.edu, click the Login button at the top right.

2. Once logged in, please visit https://visas.case.edu/?go=checkin. Click the "Apply Now" button.
3. The page asks “You are about to create an application. Are you sure you wish to do this?” Select OK to this question.

4. Select the semester in which you are starting your new program at CWRU. This is also based on the start date found on your I-20. Once you select a term, click Apply. If the start date is between...
   May and July: use Summer
   August or September: use Fall
   January: use Spring

   **User Home Page : Available Program Terms**

   To create your application, select the term and year to which you are applying. When you are ready to create the application, click the ‘Apply’ button at the bottom of the page.

   **Available Terms**

<table>
<thead>
<tr>
<th>Terms</th>
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<tr>
<td>Summer, 2018</td>
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<td>Fall, 2018</td>
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   ![Available Terms](image)

5. The web page now gives you all of the requirements you have to complete in order to properly check in with our office.
To complete each section, click on the blue links under the Questionnaires and Learning Content sections. Each of these links will then give you further instructions. Once you have completed each section, be sure to click Submit at the bottom of each page.

6. Once you have completed a questionnaire or learning content item, a check box will appear next to it on your program home page. Once all of the boxes are checked, click
the “Submit Application” box found at the top of the page. Note: ISS will not review any items, nor are you fully finished with this process, unless you click the “Submit Application” button.

7. Now that you have submitted everything, ISS will review your materials. If there are any concerns or questions, we will send you an email to your CWRU email address. Otherwise, your record will be officially checked in and registered in SEVIS within about a business week.

   If you transferred your SEVIS record to us from another school, we will be issuing you a new I-20 to complete the transfer process. You will receive an email when that I-20 is ready to be picked up. Otherwise, no new I-20 will be issued as part of this process.

8. If you have any questions, feel free to email international@case.edu.