

# Hi International Student!

Welcome to Fordham University!

We are the Office for International Services.

Now that you have arrived in the U.S.—

OIS must **ACTIVATE** your SEVIS record.

You will need copies of two documents (F-1 visa stamp & I-94 record).

Please follow the steps below to complete the check-in

Log into [ois.fordham.edu](https://ois.fordham.edu)

You will need your Fordham Login information

**FORDHAM**

 **Secure Access Login**

Username:

Password:

**LOGIN**

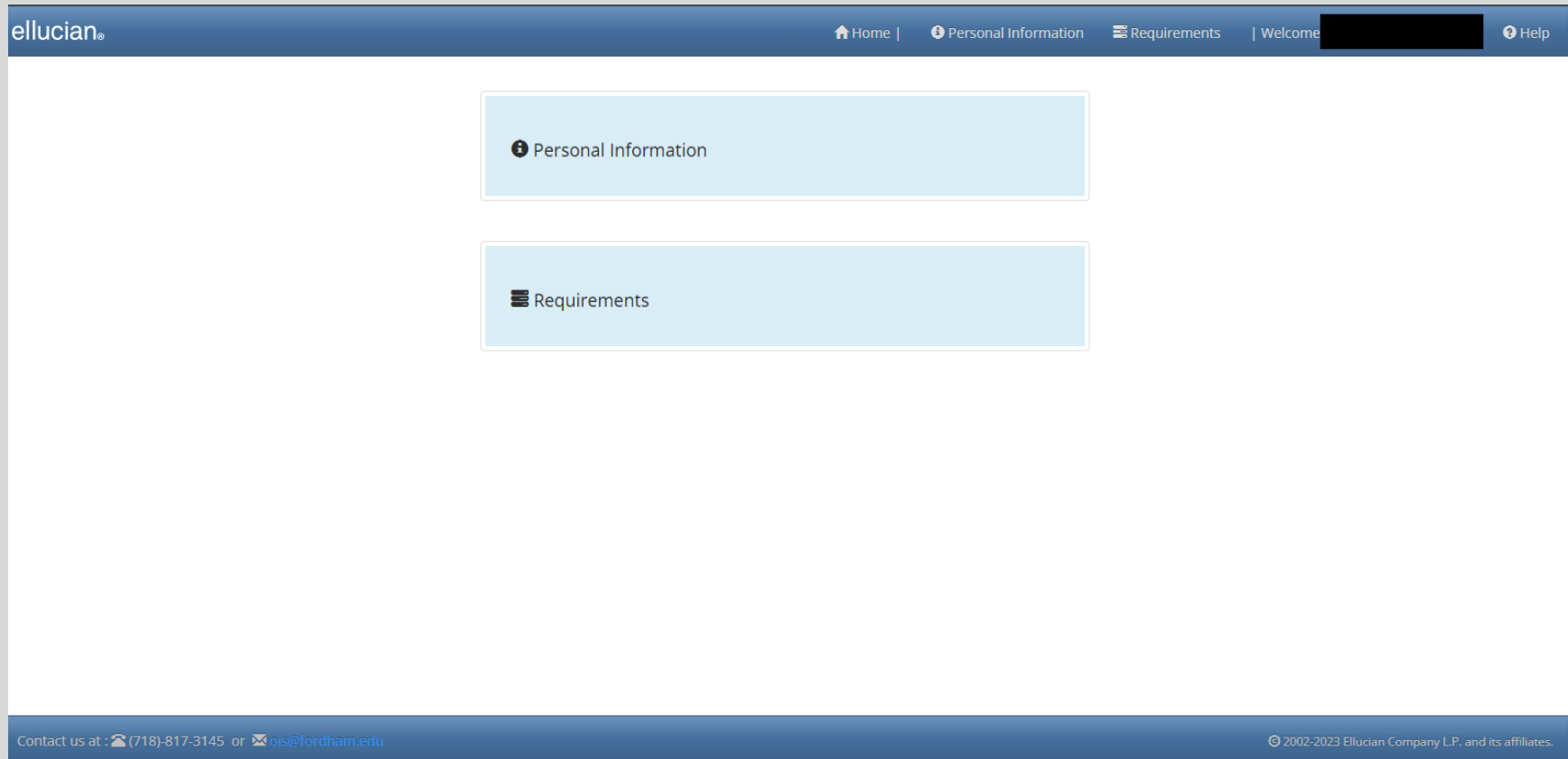
**New user: Claim account**

**Change password** **Forgot password**

For help, call the IT Service Desk at 718-817-3999

**What is a username?** **How to Claim?**

The OIS Portal will look like this:



Please Click on “Personal Information”

You will see a screen like the one below:

Full Name (Surname, First Name)	Campus ID	SEVIS ID	Academic Department	Level of Study (on I-20)	Visa Type
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	F-1

**Personal Information**

Name

Surname/Primary Name: [REDACTED]

Date of Birth: [REDACTED]

City of Birth: [REDACTED]

Country of Citizenship: [REDACTED]

Address +

Permanent/Foreign Address +

Dependents +

Contacts +

Go to the “Address” tab and input your U.S. local address. We need the address to report it to SEVIS. Please also input a U.S. phone number here.

Address

US Address Line 1:

US Address Line 2:

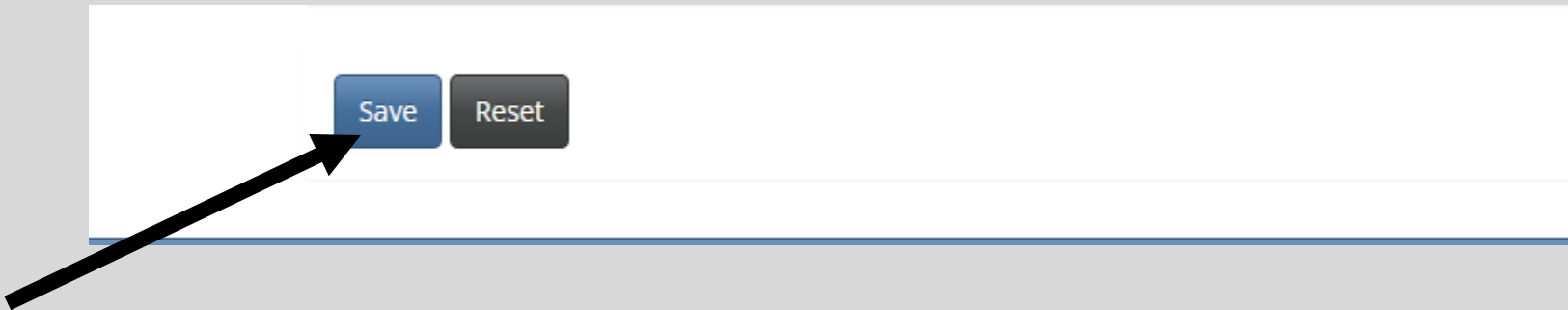
US Address City:

US Address State/Province:

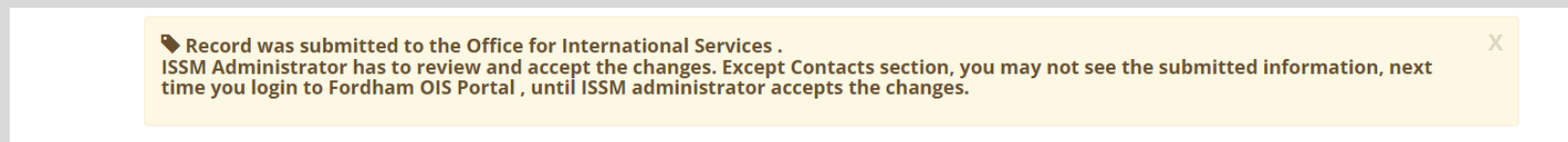
US Address Postal Code:

US Phone:

Please scroll to the bottom of the screen and click on “Save”



Then you will see a notification on the screen that will tell you that the record was submitted.  
Please see example below



You will then go to the “Requirements” tab, which will look this this:

## International Student Requirements

Press (Re)Submit for Approval if you have requirements to send to the Office for International Services .

### Copy of F-1 Visa (Check-in)

Dear Student,

Please Upload a copy of your F-1 visa.

Requirement Type: Document

Requirement Status: Needs Submission

Submit for Approval

#### Documents

Add new document							Refresh
Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments		
No Documents Found							

### Copy of I-94 (Check-in) 1 document required

Requirement Type: Document

Requirement Status: Needs Submission

Submit for Approval

#### Documents

Add new document							Refresh
Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments		
No Documents Found							

OIS will need copies of both of these documents (F-1 visa stamp and I-94 record) as check-in material. Your F-1 visa stamp is on your passport. And you can [get your I-94 here](#). Please make sure your I-94—Class of Admission: F-1 & Admit Until Date: D/S

Once you have these documents, you have to upload them using the “Add new document” button. See screenshot below. Please upload PDF/DOC files only.

Copy of I-94 (Check-in) **1 document required**

Requirement Type: Document      Requirement Status: Needs Submission      [Submit for Approval](#)

Documents

[Add new document](#) [Refresh](#)

Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments
No Documents Found					



Once you have uploaded the two requirements, please click on “Submit for Approval” next to **both requirements.**

**Copy of F-1 Visa (Check-in)** 1 document required

Requirement Type: Document      Requirement Status: Needs Submission      [Submit for Approval](#)

Documents

Add new document								Refresh
	Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments		
Re-upload	F-1 Visa (Copy)		Test.docx	Needs Review	Oct 30, 2024		✖	

**Copy of I-94 (Check-in)** 1 document required

Requirement Type: Document      Requirement Status: Needs Submission      [Submit for Approval](#)

Documents

Add new document								Refresh
	Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments		
Re-upload	I-94		Test.docx	Needs Review	Oct 30, 2024		✖	

If necessary, you can delete and re-upload the documents by clicking on the “X” next to them and then clicking “Resubmit for Approval”

### Copy of F-1 Visa (Check-in) 1 document required

Requirement Type: Document

Requirement Status: Needs Review

[Resubmit for Approval](#)

#### Documents

Add new document							Refresh
	Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments	
Re-upload	F-1 Visa (Copy)	F1 visa Lydia Dcosta	Test.docx	Needs Review	Oct 30, 2024		X

### Copy of I-94 (Check-in) 1 document required

Requirement Type: Document

Requirement Status: Needs Review

[Resubmit for Approval](#)

#### Documents

Add new document							Refresh
	Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments	
Re-upload	I-94	i 94 Lydia Dcosta	Test.docx	Needs Review	Oct 30, 2024		X

Once submitted, this message will display:

Your Requirement has been sent to the Office for International Services for review and approval.

You will also get status emails on your document once OIS reviews it. For example:

The screenshot shows an email interface with a toolbar at the top containing icons for back, download, warning, trash, mail, clock, refresh, folder, and print. The page number '1 of 3,759' is visible in the top right. The email title is 'International Student and Scholar Portal Requirements - Status Update' with an 'Inbox x' label. The sender is 'ois@fordham.edu' with a profile icon 'F'. The recipient is 'to me'. The email is dated '2:39 PM (11 minutes ago)'. The body of the email starts with 'Dear [redacted]', followed by a paragraph: 'The following is an update of the status of your Office for International Services Requirements. You may need to follow up on any Requirements that are not yet marked Complete.' Below this is a link: 'Portal URL: <https://ois.fordham.edu>'. A bulleted list follows: 

- **Requirement Name:** Copy of F-1 Visa (Check-in)**Requirement Status:** Needs Review**Comments:**
  1. **Document Name:** F1**Document Status:** Needs Review**Comments:**
- **Requirement Name:** Copy of I-94 (Check-in)**Requirement Status:** Needs Review**Comments:**
  1. **Document Name:** i 94**Document Status:** Needs Review**Comments:**

At the bottom, it says 'In case any queries please, e-mail [ois@fordham.edu](mailto:ois@fordham.edu). Thank You, Office for International Services'. At the very bottom, there are 'Reply' and 'Forward' buttons.

That's all!

OIS will review your documents, check your course registration, and activate your SEVIS record.

Enjoy your time at Fordham!

Reach out to OIS if you have questions: [ois@fordham.edu](mailto:ois@fordham.edu)