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**

You will need your Fordham Login information

The OIS Portal will look like this:
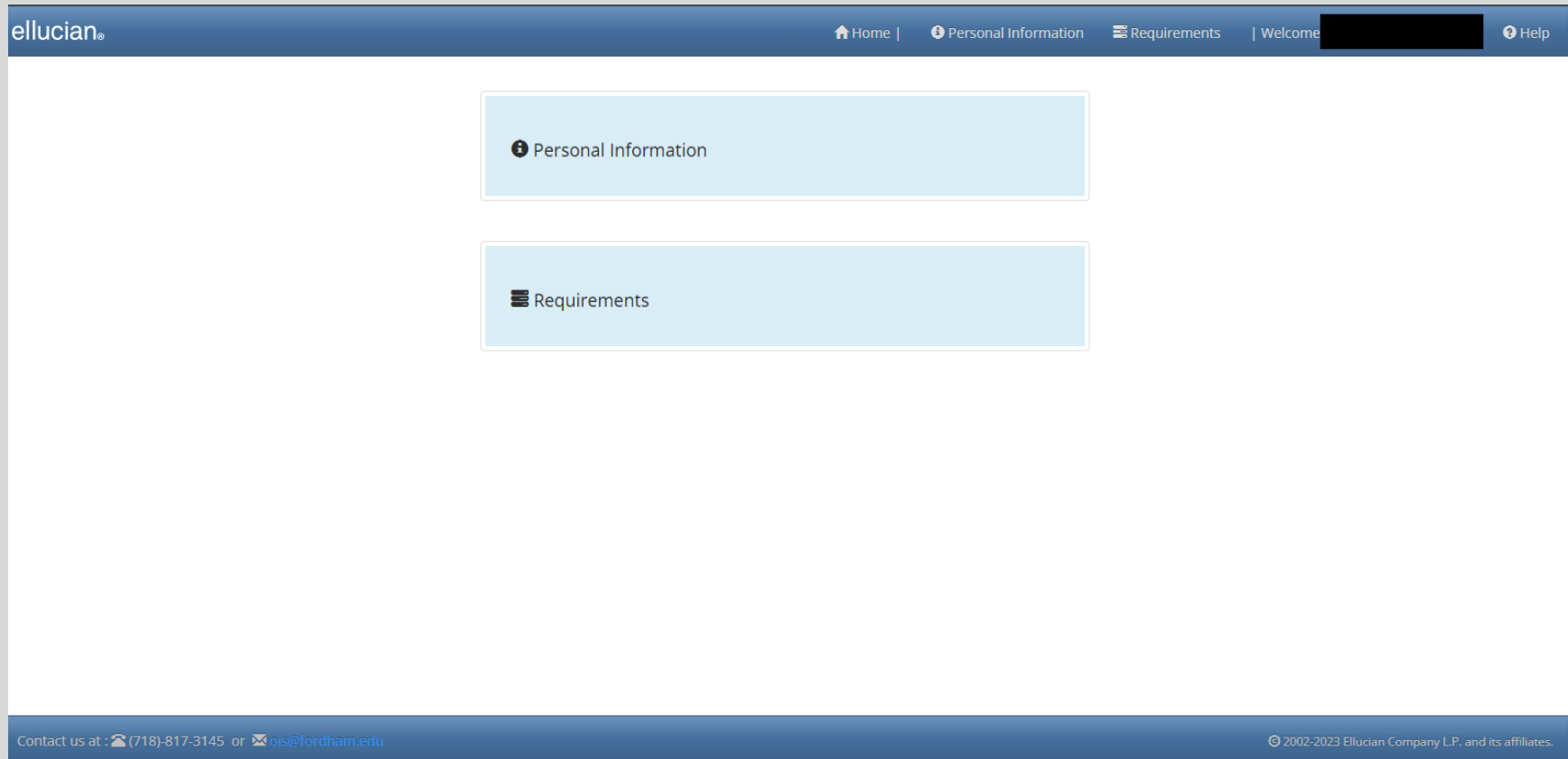
Please Click on "Personal Information"

You will see a screen like the one below:

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
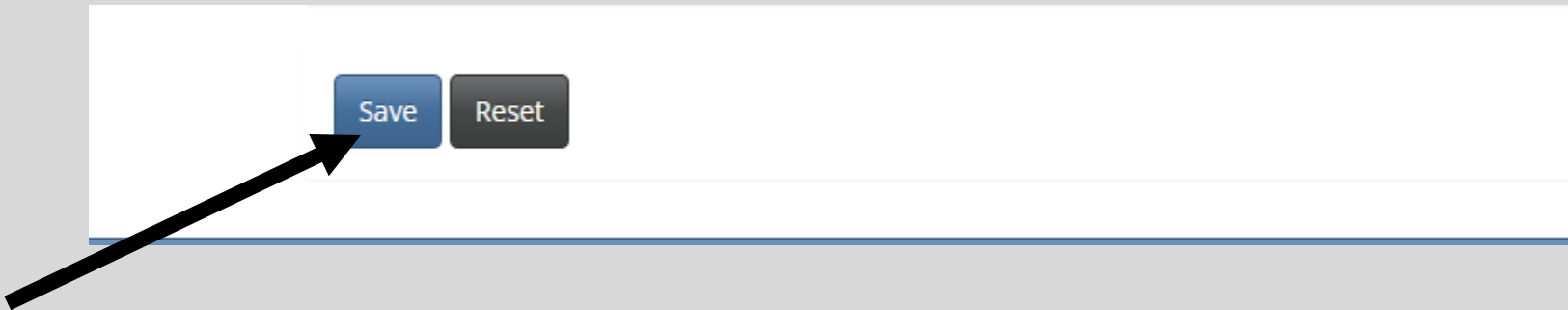
US Address Line 1:

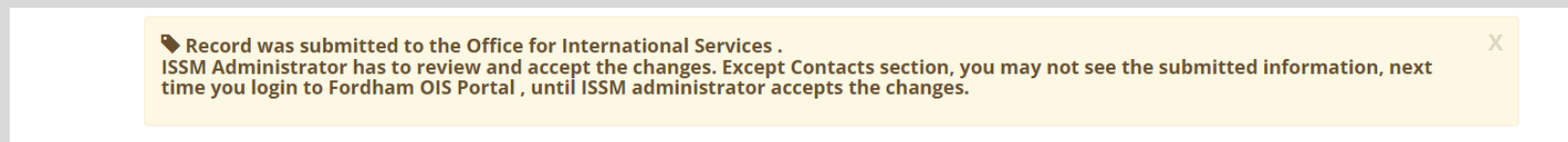US Address Line 2:

US Address City:

US Address State/Province: NJ

US Address Postal Code:

US Phone:

Please scroll to the bottom of the screen and click on "Save"

Save   Reset

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

🏷 **Record was submitted to the Office for International Services .**
ISSM Administrator has to review and accept the changes. Except Contacts section, you may not see the submitted information, next
time you login to Fordham OIS Portal , until ISSM administrator accepts the changes.

X

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.

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

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

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:

1 of 3,759   <   >

International Student and Scholar Portal Requirements - Status Update   Inbox x

F   ois@fordham.edu   2:39 PM (11 minutes ago)
to me

Dear

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.

Portal URL: https://ois.fordham.edu

- **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**:

In case any queries please, e-mail ois@fordham.edu.

Thank You,
Office for International Services

↩ Reply   → Forward

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