

Mandated Check-In

International Student Check-In is a federally mandated process that requires every international student to report to the Office of International Affairs (OIA) and have their immigration documents reviewed. Check-In should be completed as soon as possible after arrival to the United States.

The Check-In Form will require that you bring with the following documents when check in with your DSO for F-1 students or RO or ARO for J-1 students:

- Completed **check-in-form with your U.S. address (even if temporary)**
 - Biographical page of your passport
 - Copy of the first page of your KSU I-20 Or KSU DS-2019
 - Copies of the first page of each F-2 dependent I-20 or J-2 DS-2019, if applicable
 - Copy of F-1 or J-1 visa (copy of entry stamp page for Canadian citizens)
 - If you obtained your F-1 status through the Change of Status process, please submit the I-797 Notice of Action indicating your Change of Status to F-1 was approved.
 - Proof of your \$350 SEVIS Fee payment for F-1 students, or \$220 SEVIS Fee payment for J-1 students, printed from <https://www.fmjfee.com> click on 'Check I-901 Fee Status'
 - I-94, printed from <https://i94.cbp.dhs.gov> click on 'Get Most Recent I-94' (NOTE: This record will not be created until you have entered the US. Within 24 hours of your entry, you can retrieve your electronic I-94 online from the [Customs and Border Patrol](#) website. You will need your passport information to retrieve your electronic I-94.)
 - Your local address in Frankfort and a US phone number (if available). If you will have a temporary address when you arrive to Frankfort, this is the address you should report during check-in.
 - Name and contact information (phone number and email) of a designated emergency contact

Additionally, you will need to provide your LOCAL U.S. ADDRESS and provide your confirmation of understanding of the F-1 Student Responsibilities.

Please fill out the Check-in Form below.

Return to OIA to pick up your updated I-20 (F-1 students).

International Student Check-In & Emergency Contact Form

General Information about You

Family name: _____ First and middle names: _____
Gender _____ Citizenship: _____
KSU Student ID: _____ SEVIS ID: _____
KSU email: _____ Personal email: _____
Marital Status: _____Single _____Married _____Other

Academic Information

I am _____New student _____Transfer student _____KSU student changing academic level
Academic level to study at KSU _____Associate _____Bachelors _____Master's _____DNP

Required

U.S. Address (it can be temporary address) _____ Home Country address _____

US Phone: _____ Home Country Phone: _____

Emergency Contact Information

In the U.S. (unknown, can leave blank)	In Your Home Country
Name: _____	Name: _____
Street and/or Apt #: _____	Relationship: _____
City and State and zip code _____	Phone: _____
Relationship: _____	Email: _____
Phone: _____	
Email: _____	

Dependents CURRENTLY With You in the U.S.: