## Step 1: Check Your Email!



Google Search

I'm Feeling Lucky



FOR WORK

SIGN IN

Click on SIGN IN

CREATE AN ACCOUNT

## The ease & simplicity of Gmail, available across devices

**CREATE AN ACCOUNT** 





Sign in to continue to Gmail	
Email or phone	
youremail@appstate.edu	
Forgot email?	
More options	NEXT

Enter your complete appstate email address.
Don't forget to include appstate.edu at the end!
Click <b>NEXT</b>



Enter your password	
Click <b>NEXT</b>	

#### Password Manager

Appalachian State University

Section Navigation	> Appalachian Home Page > MyASU > Password Manage
	Please enter your University username to establish or change your secure password. Click on submit to begin the authentication process.
	Username: Don't know username?
	Submit
	For Security, Your IP Address (152.10.132.24) has been logged.
	Click here to check when your password exipres

WEBMASTER - DISCLAIMER - EO POLICY

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If you forgot your password: password.appstate.edu

#### Password Manager Appalachian State University

> Appalachian Home Page > MyASU > Password Manager



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Search your inbox for an email with subject: **New Student Check-In**.

Open the email and click on the link provided.

## Step 2: Complete New Student Check-In

grams Staff Deadlines

Appalachian

## Announcements Security : User Identification Wizard: Step 1 There are no announcements In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. Please indicate how you will be logging in: I have an App State username and password. have login credentials to this site that I received by email. I do not have login credentials to this site. Submit

#### Shibboleth Single Sign-On

Username: pepperla Password: Sign In	Do Not Bookmark This Page Shibboleth works by authenticating your Appalachian ID back to the service you came from. If you bookmark this service to send you back to, and will display an error.	and password, and then redirecting you bage, Shibboleth won't know which u must close every instance of this
Forgot your password? For assistance please call Technical Support: 828-262-6266, available 8am-5pm Mon-Fri	Enter your App State user I (your email <b>without</b> the @appstate.edu) and password	
Appalachian State University Boone , NC 28608 Phone: 828-262-2232	Click Sign In	Appalachian STATE UNIVERSITY

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Announ	cements	Drograme		Sourch East used Dreamon	Course Search
There are no announcements		: Informatio	N Simple Search Advanced S	Featured Programs	Course Search Map Search
		This page contains in and click on the avail	formation for your selected program. You ca able buttons for additional options.	n view the provided information for	this program on this page $\propto$
		New Student	Check-In (Program Enrollment Pr	ogram)	₽
		Terms: Fall, Spring,	Summer I, Summer II		Apply Now
			Dates / Deadlines		Bequest Info
Dates / Dead	lines:				
Term	Year	Deadline Date	Decision Date	Start Date	End Date
	2017	08/21/2017 **	Rolling Acceptance	ТВА	TBA
Summer I					
Fall	2017	09/01/2017 **	Rolling Acceptance	TBA	TBA



SEVIS Admin - User Menu - Profiles - Applicants - Programs - Process - Site - Staff - Settings - Maintenance -

Lindsay

		Eastured Programs	Course Search	Ian Search
There are no announcements	You are about to create an application. Are you sure you wish to do This page and click Cancel OK	this?	for this program on this	page ×
	New Student Check-In (Program Enrollment Program	m)	₽	8
	Terms: Fall, Spring, Summer I, Summer II		Apply N	low
	Dates / Deadlines		Request	Info
	There are no announcements	There are no announcements	There are no announcements  Infor  This page and click  New Student Check-In (Program Enrollment Program)  Terms: Fall, Spring, Summer I, Summer II  Dates / Deadlines	There are no announcements  Inforr You are about to create an application. Are you sure you wish to do this?  This page and click  New Student Check-In (Program Enrollment Program)  Terms: Fall, Spring, Summer I, Summer II  Dates / Deadlines  Request

Dates / Deadlines:						
Term	Year	Deadline Date	Decision Date	Start Date	End Date	
Summer I	2017	08/21/2017 **	Rolling Acceptance	ТВА	ТВА	
Fall	2017	09/01/2017 **	Rolling Acceptance	TBA	TBA	
Spring	2018	10/16/2017	10/23/2017	ТВА	ТВА	

EVIS Admin - User Menu - Profiles - Applicants - Programs - Process - Site - Staff - Settings - Maintenance -

#### 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 on the 'Apply' button at the bottom of page.

Δ.			rme
	 -		
		_	_

Те	ms Summer I 2017	
	Fall, 2017	
	O Spring, 2018	
	Apply Cancel	

#### . Application Fage (Fie-Decision)



Lindsay Pepper		Signature Documents			
Request: New Student Check-I Term/Year: Fall 2017	1	Click the following to view and digitally sign impagreement and understanding.	portant documents to ind	licate your	
Deadline: 09/01/2017		Title		Completed	
Dates: TBA		New Student Check-In: My Rights and Respon	sibilities	<b>S</b>	
Instructions		Questionnaire(s)			
Please go to https://i94.cbp.dhs.go number to the desktop, and upload	ov/I94/, retrieve your I-94 number, save your I-94 I it here. You can then delete it from the desktop.	Click the following to view and complete the following a questionnaire and save it for later comp Submit in order for the questionnaire to be logg	plowing online questionnal pletion, but note that you ged as complete and read	aire(s). You may must click dy for review.	
When reviewing your I-94, make su date of birth etc) is correct, that y and that your admit until date is "D	re that your biographical information (name, our class of admission is correct (F-1 or J-1) , /S"	Title Permanent Foreign Address Update		Completed	
Please contact issso@appstate.ed	u immediately if any of these items are incorrect.		ALWAYS refirst!	ead the Inst	tructi
The following files have been attache document.	ed. Click the filename to download the attached		What is ar	n <b>I-94?</b>	
No documents have been attached.					
You can attach documents to this ap selecting the type of document you	plication by choosing the file from your drive, are attaching, and clicking on the 'Upload' button.				
Browse I-94_pepper.png	- select document type				
1 Martine and	✓ - select document type -				

- A record of arrival and departure
- Assigned when you arrive
- Different each time you enter the U.S.
- Used by some employers and government agencies
- Issued electronically unless you enter the U.S. by land or sea





HOME

APPLY FOR NEW 1-94

GET MOST RECENT I-94

U.S. Customs and

**Border Protection** 

VIEW TRAVEL HISTORY ? FAQ

Go to: https://i94.cbp.dhs.gov

Or Google: "i 94" and click on first link 194 - Offical Website

Click Get Most Recent I-94

-94 Visiting the U.S. & Arriving via a **Already Visiti** als & Land Border? Visit An I-94 form is needed by all persons ted (or paroled) View your U.S. arrival and departure A traveler lawfu eir lawful record of history for the past 5 years (certain types except U.S. Citizens, returning resident into the U.S. may aliens, aliens with immigrant visas, and from this CBP of travel history may not be provided). admission (I-9 Please know, this travel history is a tool to most Canadian citizens visiting or in website. If so equests your assist you but not an official record for transit. Air and Sea travelers will be issued admission info is the form you I-94s during the admission process at the legal purpose. WO port of entry. **APPLY FOR NEW I-94 GET MOST RECENT I-94 VIEW TRAVEL HISTORY** (Land Border Travelers Only)

Official Site for Travelers Visiting the United States:

Apply for or Retrieve Form I-94

International travelers visiting the United States can apply for or retrieve their I-94 admission number/record (which is proof of legal visitor status) as well as retrieve a limited travel history of their U.S. arrivals and departures.

## Retrieving Your I-94 Number

#### Get Most Recent I-94

		[.94] ·····	
Get your m	ost recent I-94 form to prove	e your legal visitor status in the Unite	ed States
	Enter Traveler Info	Most Recent I-94 Results	
	Enter Your	Traveler Info	
Note: The info returned may not	reflect applications submitted t	o or benefits received by U.S. Citizenship	and Immigration Services or
	Immigration and	Lustoms Enforcement.	
		<b>A</b>	
* First (Given) Name :		* Last (Family) Name/Surname :	
- R 6			?
* Birth Date :			
		¢	
Day	M	onth	Year
		<b>A</b>	
* Passport Number :			(2)
			$\odot$
* Passport Country of Issuance :			
Select			\$
Cancel			NEXT >

## Your I-94 Number





Click **Print** and save your I-94 as a PDF to your desktop.

You will upload this to the **ISSSO Portal** and then delete the document from your desktop.

#### SEVIS Admin - User Menu - Profiles - Applicants - Programs - Process - Site - Staff - Settings - Maintenance -

#### . Application rage (rie-Decision)

#### Submit Application -

#### Lindsay Pepper

Request:	New Student Check-In
Term/Year:	Fall, 2017
Deadline:	09/01/2017
Dates:	ТВА

#### Instructions

Please go to https://i94.cbp.dhs.gov/I94/, retrieve your I-94 number, save your I-94 number to the desktop, and upload it here. You can then delete it from the desktop.

When reviewing your I-94, make sure that your biographical information (name, date of birth etc..) is correct, that your class of admission is correct (F-1 or J-1), and that your admit until date is "D/S"

Please contact issso@appstate.edu immediately if any of these items are incorrect.

#### Attached Documents

The following files have been attached. Click the filename to download the attached document.

No documents have been attached.

You can attach documents to this application by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

I-94\_pepper.png Browse...

pload

- select document type -

 select document type -1-94

Signature Documents	
Click the following to view and digitally sign important docume agreement and understanding.	ents to indicate your
Title	Completed

#### Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review. Title Completed

Permanent Foreign Address Update

Click Browse to select your saved I-94. Under Select Document **Type**, choose the only option, **I-94**.

Lindsay

**Click Upload.** 

#### Appalachian International Student and Scholar Services and Outreach User Menu - Profiles - Applicants -Programs - Process - Site - Staff - Settings - Maintenance -SEVIS Admin -: Application Page (Pre-Decision) - Submit Application -Lindsay Pepper Signature Documents Click the following to view and digitally sign important documents to indicate your Request: New Student Check-In agreement and understanding. Term/Year: Fall, 2017 Title Deadline: 09/01/2017 New Student Check-In: My Rights and Responsibilities TBA Dates: Questionnaire(s) Instructions Click the following to view and complete the following online guestionnaire(s). You may Please go to https://i94.cbp.dhs.gov/I94/, retrieve your I-94 number, save your I-94 begin a questionnaire and save it for later completion, but note that you must click number to the desktop, and upload it here. You can then delete it from the desktop. Submit in order for the questionnaire to be logged as complete and ready for review. Title When reviewing your I-94, make sure that your biographical information (name, date of birth etc..) is correct, that your class of admission is correct (F-1 or J-1), Permanent Foreign Address Update and that your admit until date is "D/S" Please contact issso@appstate.edu immediately if any of these items are incorrect. Attached Documents The following files have been attached. Click the filename to download the attached document.

To complete an Lind application:

> Click on the links under each section (Learning Content, Material Submission, Signature Documents) and follow instructions to complete each section.

Completed

V

Completed

This might involve reviewing important information, entering your information, taking a quiz, or uploading documents.

No documents have been attached.

You can attach documents to this application by choosing the file from your drive,

Appal	lac	hian	
T I STA	TEUN	IVERSITY	1

SEVIS Admin - User Menu - Profiles - Applicants - Programs - Process - Site - Staff - Settings - Maintenance -

#### : Application Page (Pre-Decision)

Submit Application -

#### Lindsay Pepper

Request:	New Studen	t Check-In
----------	------------	------------

Term/Year: Fall, 2017

Deadline: 09/01/2017 Dates: TBA

#### Instructions

Please go to https://i94.cbp.dhs.gov/I94/, retrieve your I-94 number, save your I-94 number to the desktop, and upload it here. You can then delete it from the desktop.

When reviewing your I-94, make sure that your biographical information (name, date of birth etc..) is correct, that your class of admission is correct (F-1 or J-1) , and that your admit until date is "D/S"

Please contact issso@appstate.edu immediately if any of these items are incorrect.

#### Attached Documents

The following files have been attached. Click the filename to download the attached document.

No documents have been attached.

You can attach documents to this application by choosing the file from your drive,

#### Linds Signature Documents Click the following to view and digitally sign important documents to indicate your agreement and understanding. Completed Title New Student Check-In: My Rights and Responsibilities Questionnaire(s) Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review. Title Completed

 $\Box$ 

Permanent Foreign Address Update

Once you complete each section, **a check mark should appear** to indicate you have completed a particular section. Submit Application -

Title

#### Lindsay Pepper

Request:	New Student Check-In
Term/Year:	Fall, 2017
Deadline:	09/01/2017
Dates:	тва

#### Instructions

Please go to https://i94.cbp.dhs.gov/I94/, retrieve your I-94 number, save your I-94 number to the desktop, and upload it here. You can then delete it from the desktop.

When reviewing your I-94, make sure that your biographical information (name, date of birth etc..) is correct, that your class of admission is correct (F-1 or J-1), and that your admit until date is "D/S"

Please contact issso@appstate.edu immediately if any of these items are incorrect.

# Attached Documents The following files have been attached. Click the filename to download the attached document. I-94 (1-94\_pepper.png) You can attach documents to this application by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button. Browse... No file selected. Upload

#### Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Completed

 $\mathbf{\nabla}$ 

New Student Check-In: My Rights and Responsibilities

#### Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click. Submit in order for the questionnaire to be logged as complete and ready for review.
Title
Completed

Permanent Foreign Address Update



## Step 3: Find the Answer to (Almost) All Your Questions

international.appstate.edu



Click on International Students

#### **Quick Links**

- Global Symposium
- International Education Week

#### Appalachian Global Symposium and Global Leadership Awards

Submissions for the fifth annual Appalachian Global Symposium and nominations for the Global Leadership A are now being accepted. The deadline to submit a session... **Read more** 



Prospective International Students

Home / International Students

Newly Admitted Students

**Current International Students** 



We support global learning outcomes for our students by:

- developing globally competent knowledge
- cultivating intercultural competencies, and
- fostering globally competent citizenship.

#### **OIED Service Promise**

How can we better serve you?

News

- Questions and Answers about the most recent Executive Order- Department of Homeland Security
- Attend our Next Global Exchange international food, dance, and music!

#### Get Involved

Whether you are an international student or scholar, U.S. student, faculty/staff member, or member of the local community, there are lots of ways for you to get involved. Read more.

#### Take a Tour



Click on **Current Students** 





Home / International Students / Current International Students

Newly Admitted Students

Students

Current International Students



**Global Learning** 

We support global learning outcomes for our students by:

- developing globally
   competent knowledge
- cultivating intercultural competencies, and
- fostering globally competent citizenship.

#### OIED Service Promise

How can we better serve you?

#### **Employment Questions**

Steps for Getting an On-Campus Job

Definition of Employment

Employment Authorization for F-1 Students

Employment Authorization for J-1 Students

**Employer Reporting Requirement** 

Social Security Number

Driver's License

#### Visa Questions

International Student and Scholar Services and Outreach are here to help you maintain legal status. If you need more information or assistance, please do not hesitate to contact us.

#### Maintain Full-time Enrollment

Make Normal Progress Toward Completion of Your Degree or Academic Program

#### **Travel Questions**

Travel outside the U.S. while enrolled at Appalachian

Automatic Revalidation

Travel outside the U.S. if taking a leave of absence from Appalachian (that is-- NOT enrolled in classes).

Travel Outside the U.S. after completion of degree and/or Graduation

#### Tax Questions

Q: Who must file tax forms?

Q: What tax forms must I complete and file?

Q: Am I considered a resident or nonresident for tax purposes?

Q: If I am considered a resident for tax purposes what forms do I need to complete and file?

Q: Do I need a Social Security number or Individual Taxpayer Identification Number (ITIN) to file my taxes? View answers to your questions by clicking on the relevant links

#### Office of International Education and Development

**Education Abroad** International Students Get Involved Faculty & Staff Resources International Scholars News Parents Sch About **Current International Students Prospective International** Home / International Students / Current International Students Students **Newly Admitted Students** About Curricular Pract **Employment Questions** Current International Students Training (CPT) Steps for Getting an On-Campus Job What is CPT? **Definition of Employment** When is CPT appropriate? **Employment Authorization for F-1 Students Global Learning** When is CPT not appropriate? **Employment Authorization for J-1 Students** We support global learning outcomes for our students by: When is a F-1 student eligible for CPT? **IMPORTANT:** All types of employment authorization developing globally require permission of International Student and What are acceptable start and end date competent knowledge Scholar Services and Outreach. Engaging in cultivating intercultural unauthorized employment is a violation of your How does a student apply for CPT? competencies, and student visa and can result in the termination of your fostering globally competent visa. When should a student apply for CPT? citizenship. I-1 Students: When can a student begin working wh For J-1 students, the primary types of employment authorizations include: What documentation does a student n **OIED Service Promise**  On-campus employment (hired and paid by apply for CPT? Appalachian State University). To confirm and How can we better serve you? report your on-campus employment please

complete the online form here. Please note that failure to report your on-campus

employment is a violation of your visa status

Travial Oursetiens

You can find links to online applications here.

**IMPORTANT:** Carefully read and follow instructions. You may either start a new application or return to an existing application.

Do not click on the link to start a new application if you have previously started the same application.

Once you have started a new application, you must login in to the ISSSO Portal to continue working on that existing application. What if I cannot find the answer to my question on the website?

Send an email to issso@appstate.edu

## Step 4: Discover Where to View Existing Applications

issso.appstate.edu



grams Staff Deadlines

Appalachian

## Announcements Security : User Identification Wizard: Step 1 There are no announcements In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. Please indicate how you will be logging in: I have an App State username and password. have login credentials to this site that I received by email. I do not have login credentials to this site. Submit

#### Shibboleth Single Sign-On

Username: pepperla Password:	Do Not Bookmark This Page Shibboleth works by authenticating your Appalachian ID an back to the service you came from. If you bookmark this pa service to send you back to, and will display an error.	l password, and then redirecting you se, Shibboleth won't know which
Sign In Forgot your password?	A IMPORTANT To protect your personal information, you personal informa	nust close every instance of this
For assistance please call Technical Support: 828-262-6266, available 8am-5pm Mon-Fri	Enter your App State user ID (your email <b>without</b> the @appstate.edu) and password	
Appalachian State University Boone , NC 28608 Phone: 828-262-2232	Click <b>Sign In</b>	Appalachian STATE UNIVERSITY

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## What are examples of applications I might submit on the ISSSO Portal (issso.appstate.edu) ?

### J-1 Students

- New Student Arrival Plan
- New Student Check-In
- Reporting on-campus employment
- Request to extend or shorten your program (leaving App early or late)

## **F-1 Students**

- New Student Arrival Plan
- New Student Check-In
- Curricular Practical Training
- Optional Practical Training
- Request for Reduced Course Load
- Request to extend or shorten your program (graduating early or late)



Always login to **issso.appstate.edu** to return to an application you have already started!

If you click on a link to start a new application, you will not be able to see parts of the application you previously completed.

What else can I do on the ISSSO Portal?

issso.appstate.edu





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Phone: (828) 262-2046



