



TRAVEL POLICY: UIS Returning International Students

Federal regulations require that you present yourself at a Port of Entry to request admission to the U.S. on or before your program start date. The semester start dates [can be found online](#). **Customs and Border Protection can deny entry to a student arriving after the semester start date OR attempting to travel during various times outside of scheduled breaks in the academic year. If you do not report to ISS by the 5th day of classes, your SEVIS record will be terminated.**

The Office of International Student Services is required to register all students in SEVIS each semester. Your record must be registered by the 5th day of classes to avoid it being terminated. To do this, we will verify the following:

- Students must be registered for a full-course load. Remember, only one online course can count towards full-time enrollment. If you are taking less than a full-course load, you must complete the [Reduced Course Load Form](#) (signed by your advisor) and submit to ISS.
- Students must have their current address and emergency contact information listed in UIS Enterprise. Please make sure that you have this updated in [Enterprise](#). If your address has changed, you will also need to complete the [Change of Address Form](#) and submit to ISS. Both updates must be completed within 10 days of moving.
- If you travel outside the U.S. over break, you will need to print the [Form I-94](#) for your records. ISS no longer needs a copy of this. It is your responsibility to have a copy of your most recent I-94 for your records.
- If there have been any updates to your visa or passport, you will need to provide updated copies to ISS.

The above mentioned items must be submitted (in-person) to ISS. We will not accept these items via email. If you are registered full-time, there are no changes to your address, and no changes to your immigration documents, then you do not need to report to the ISS Office.

If you are unable to arrive prior to the start of the semester, please let us know and we will terminate your SEVIS record. You will then need to obtain a new initial I-20 and pay the SEVIS fee again to resume courses for the following semester. You will be ineligible for Practical Training until you have completed a full academic year from the program start date on the new form I-20.

You will also be required to work with the Office of Records and Registration regarding your courses and your temporary departure from UIS if your SEVIS record is terminated. Subject to the

Drop/Withdrawal Policy, you are academically and financially responsible for any courses for which you take.

If your SEVIS record is terminated and you live in on-campus housing, you will also need to Contact the Office of Housing and Residential Life at (217) 206-6190 or housing@uis.edu to discuss procedures associated with moving out, as well as cancellation of your housing contract.

IMPORTANT: If you do not report to ISS by the 5th day of class, your SEVIS record will be terminated.

Thank you,

Office of International Student Services
University of Illinois Springfield
Human Resources Building, Room 52
Springfield, Illinois 62703-5407

Phone: (217) 206-6678

E-mail: iss@uis.edu

Reporting Agreement for Returning International Students

I have read and understand the UIS policy requiring international students to Check-In to the ISS staff each semester to have my SEVIS record registered. I understand the program start dates and that I must Check-In by the 5th day of class.

NAME _____

SIGNATURE _____

DATE _____

SEVIS ID _____