ISSO CHECK-IN: STEP BY STEP

International Students & Scholars Office, Brandeis University

www.brandeis.edu// isso

Step One

Log in to www.sage.brandeis.edu with your Brandeis log-in and password. Click on ISSO Check-in:
Step Two

Read through the Instructions, and click on the ISSO Check-In Form tab:
Step Three

Verify your SEVIS Local Address, SEVIS International Address, cell phone number, international phone number, and personal email.

If your contact information here is correct, check the verification check box.
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www.brandeis.edu/isko

Step Four

If any of your contact information is NOT correct, choose the “click here to edit” option, and on the new tab you will see:

For your local U.S. address, edit “SEVIS Local.”

For your international address, edit “SEVIS Intl.”

Or, if you need to add a SEVIS local address, click here.

ISSO

isko@brandeis.edu

Last updated January 2014
Step Five

Update your contact information below:

Make changes and press “OK.”
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www.brandeis.edu//isko

Step Six

Save your changes by viewing:

Press save.

ISSO

isko@brandeis.edu

Last updated January 2014
Step Seven

Return to ISSO Check-in Form Tab:

Make sure your update is saved and confirmed!

ISSO

iss@brandeis.edu

Last updated January 2014
Step Eight

Scan and upload all required visa documents:

☑ I verify my permanent (international) phone below is correct
☑ I verify my personal email below is correct

Scan, save, and upload ALL visa docs

☐ I am uploading my visa documents as 1 file
☐ I am uploading my visa docs as separate individual files
☐ I am studying or conducting research abroad this semester
   (I am studying abroad or conducting research abroad this semester so I am not required to upload my visa documents.)

I am uploading all visa documents as 1 file

Upload the following in one file:
1. Valid Passport Photo ID and Expiration Date Page(s)
2. Most recent U.S. Entry Visa (Exception: Canadian students)
3. If you have a Form I-94, the FRONT and BACK of the paper Form I-94

isse@brandeis.edu

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Step Nine

**Update** Emergency Contact Information (if applicable), and **SUBMIT**:

When finished, press **SUBMIT**!

If not finished, press **SAVE**!