

# F-1 iTerp Check-In Instructions

1

Log in to iTerp (<https://iterp.umd.edu>).



1a

If logging in with **Limited Services**, you must click **E-mail me my PIN** (password) and retrieve it from your email before you log in.



iTerp

Online Services for International Students and Scholars Services

## Login to iTerp - Limited Services

» LOG-IN WITH A NETWORK ID TO GAIN FULL ACCESS «

This access will provide limited services. If you have an institutional network ID and password then you can log into the full services.

Use your University ID number, date of birth, and limited access PIN in order to log into services for incoming international students and scholars, or some limited services for students after graduation (i.e. OPT F-1 students). These are services that allow incoming students and scholars to update information and make electronic requests with the international office.

University Identification Number \*  
Date of Birth \*  
Limited Access PIN \*  
Your Limited Access PIN is necessary to confirm your identity. If you have yet to receive it, or have forgotten it, you may request that the system e-mail it to you.  
\* required fields  
E-mail me my Limited Access PIN  
Login

2

When logged in, click **Documents Check-In** (under **New Student Check-In**).

3

Select **Visa Stamp Information**.

3a. Upload a PDF or JPG copy of your most recent visa. Complete the requested information. Click **Submit**.



3a

Secure Online Session

## Visa Stamp Information and Upload

MAIN PAGE FOR E-FORM GROUP

It is important to have accurate visa stamp information in order to help maintain status verification. Below you will need to upload a copy of your visa stamp page. Please include an image of the full page, and please only upload the visa you are using to enter the US for your IU studies.

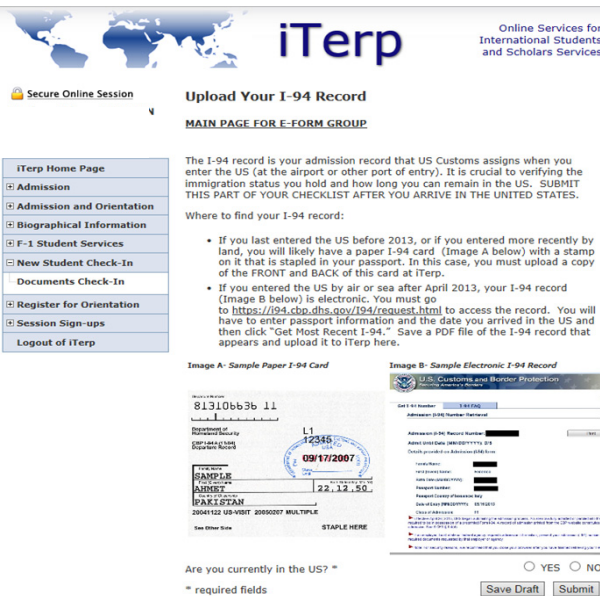
Please upload a scanned image of your visa stamp. \*  
Acceptable file types are PDF, JPG, GIF, BMP, and PNG.

Please provide additional information found on your visa stamp below.

(1) What is your immigration status? \*  
(2) Entries \*  
(3) Expiration Date \*  
You should inform the international office of any future changes to your visa stamp.  
\* required fields  
Save Draft Submit

4

Next, upload your **I-94** information. It will be either a **PAPER** card (**4a**) or an **ELECTRONIC** record (**4b**).



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**Upload Your I-94 Record**  
MAIN PAGE FOR E-FORM GROUP

The I-94 record is your admission record that US Customs assigns when you enter the US (at the airport or other port of entry). It is crucial to verifying the immigration status you hold and how long you can remain in the US. **SUBMIT THIS PART OF YOUR CHECKLIST AFTER YOU ARRIVE IN THE UNITED STATES.**

Where to find your I-94 record:

- If you last entered the US before 2013, or if you entered more recently by land, you will likely have a paper I-94 card. (Image A below) with a stamp on it that is stapled in your passport. In this case, you must upload a copy of the FRONT and BACK of this card at iTerp.
- If you entered the US by air or sea after April 2013, your I-94 record (Image B below) is electronic. You must go to <https://i94.cbp.dhs.gov/i94/request.html> to access the record. You will have to enter passport information and the date you arrived in the US and then click "Get Most Recent I-94." Save a PDF file of the I-94 record that appears and upload it to iTerp here.

Image A- Sample Paper I-94 Card

Image B- Sample Electronic I-94 Record

Are you currently in the US? \* ☐ YES ☐ NO

\* required fields

**Electronic I-94:** If you entered the US after April 2013, your I-94 record must be retrieved from [cbp.gov/i94](https://i94.cbp.dhs.gov/i94/request.html) (Instructions are in iTerp). Save a PDF or JPG of the I-94 screenshot from CBP website and **Upload it to iTerp**. Enter information. **Submit.**

4a

**If Paper I-94:** Upload a PDF or JPG of front and back of card. Enter information. **Submit.**

Which I-94 document do you have? \*

Are you able to upload a scanned image of the front and back of your I-94 card? Even if there is nothing on the back, we still need to scans of both sides.) \* ☐ YES ☐ NO

**Please provide below additional information found on your I-94 document.**

Your I-94 Number

Most recent date of entry to the US  Month  Day  Year

What does your I-94 Admit Until Date indicate?

\* required fields

4b

Which I-94 document do you have? \*

**We need to see your electronic I-94 record.** To get a copy of your electronic I-94, please go to the Customs and Border Patrol website: <https://i94.cbp.dhs.gov/i94/request.html>. You will need to complete the form and save the electronic I-94 as a PDF, JPG, GIF, BMP, or PNG document.

A few tips in completing the CBP form:

- First name, family name, and date of birth is likely to be as it is presented on your visa stamp.
- Birth date must be MM/DD/YYYY. 1/1/96 will not work. It should be 01/01/1996.
- Passport number and country of issuance should be listed on your passport.

Please upload a copy of your electronic I-94 from the Customs and Border Patrol website: \*

**Please provide below additional information found on your I-94 document.**

Your I-94 Number

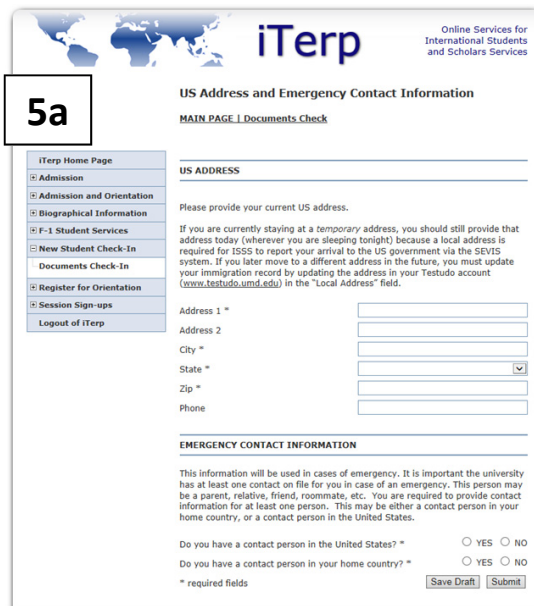
Most recent date of entry to the US  Month  Day  Year

What does your I-94 Admit Until Date indicate?

\* required fields

5

Last, add your local US address, phone number (**5a**) and emergency contact info (**5b**). **Submit.**



**5a**

**US Address and Emergency Contact Information**  
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**US ADDRESS**

Please provide your current US address.

If you are currently staying at a temporary address, you should still provide that address today (wherever you are sleeping tonight) because a local address is required for ISSS to report your arrival to the US government via the SEVIS system. If you later move to a different address in the future, you must update your immigration record by updating the address in your Testudo account ([www.testudo.umd.edu](http://www.testudo.umd.edu)) in the "Local Address" field.

Address 1 \*

Address 2

City \*

State \*

Zip \*

Phone

**EMERGENCY CONTACT INFORMATION**

This information will be used in cases of emergency. It is important the university has at least one contact on file for you in case of an emergency. This person may be a parent, relative, friend, roommate, etc. You are required to provide contact information for at least one person. This may be either a contact person in your home country, or a contact person in the United States.

Do you have a contact person in the United States? \* ☐ YES ☐ NO

Do you have a contact person in your home country? \* ☐ YES ☐ NO

\* required fields

5b

**EMERGENCY CONTACT INFORMATION**

This information will be used in cases of emergency. It is important the university has at least one contact on file for you in case of an emergency. This person may be a parent, relative, friend, roommate, etc. You are required to provide contact information for at least one person. This may be either a contact person in your home country, or a contact person in the United States.

Do you have a contact person in the United States? \* ☒ YES ☐ NO

**LOCAL U.S. CONTACT**

Name of Contact

Relationship with Contact \*

Phone Number \*

Street Address 1

Street Address 2

City

State

Zip Code

Email Address

Do you have a contact person in your home country? \* ☒ YES ☐ NO

**HOME COUNTRY CONTACT**

Name of Contact \*

Relationship with Contact \*

Phone Number \*

Street Address 1

Street Address 2

City

State / Province \*

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You should receive an **e-mail confirmation** when your documents are approved and your SEVIS record activated. Or, if there are any problems, an ISSS advisor will email you instructions on how to resolve the issue so your record can be activated. Welcome to the University of Maryland!