

Check-In Tutorial

Rutgers Global - ISSS

Overview

1. Login to the RGlobal portal
 2. Open the Student Check-In e-form group
 3. Submit the two required e-forms
 4. Monitor your Rutgers email inbox
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Reminders before you begin:

- You are **REQUIRED** to check-in. Your **F-1 or J-1 legal status** in the U.S. **cannot be activated** until after you have checked in.
- You will not be able to complete your check-in **until after you arrive** inside the U.S.
- You should check-in **as soon as possible**.
- You will need to **upload** an image of your **signed I-20, passport, and visa stamp**, as well as your **I-94** (This is explained in more detail in this tutorial)

Step 1: Login to the RGlobal portal

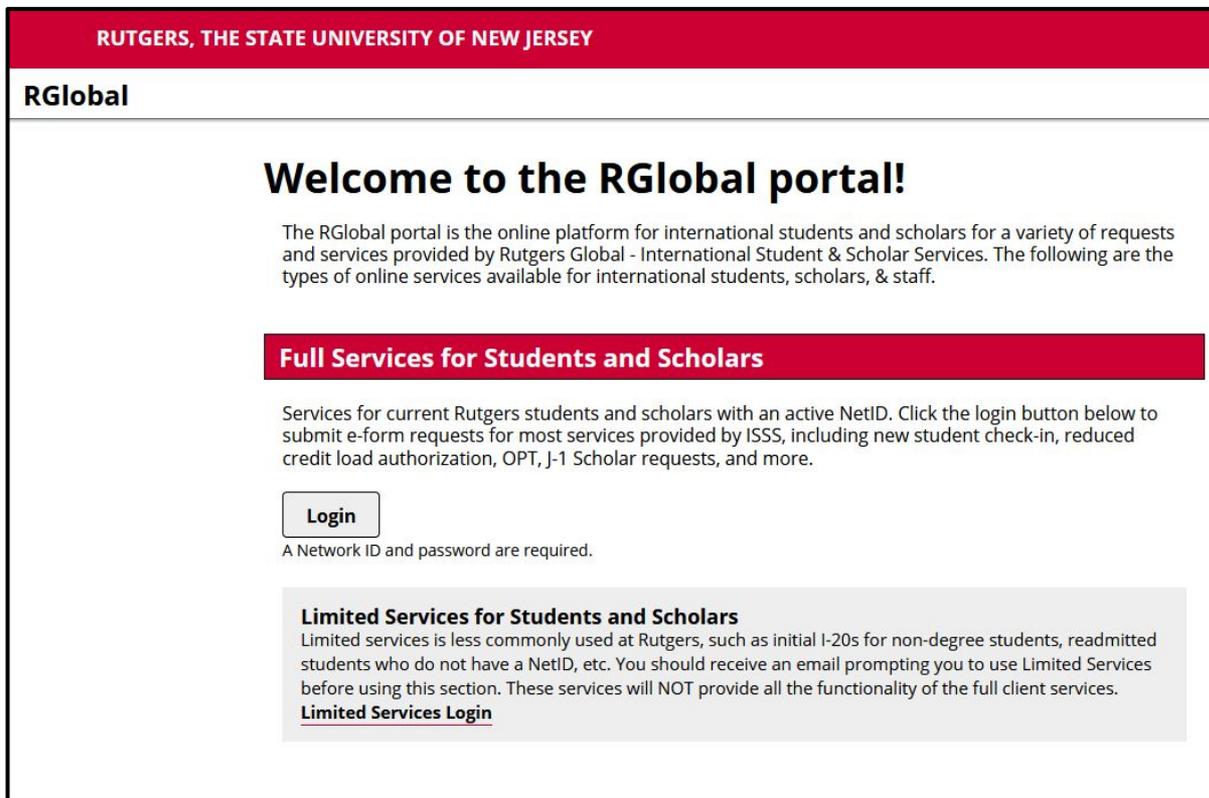
Navigate to **global.rutgers.edu** and click “**RGLOBAL LOGIN**” on the top menu



Step 1: Login to the RGlobal portal (continued)

Login to the
RGlobal portal
using your
NetID & password

*Your NetID is the start
of your scarletmail account.
It looks something like
abc123*



The screenshot shows the RGlobal portal login page. At the top, there is a red header with the text "RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY". Below this, the "RGlobal" logo is displayed. The main heading is "Welcome to the RGlobal portal!". A paragraph of text explains that the portal is for international students and scholars. Below this, there is a red section titled "Full Services for Students and Scholars" which includes a "Login" button and a note that a Network ID and password are required. A grey section titled "Limited Services for Students and Scholars" provides information about limited services and includes a link for "Limited Services Login".

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

RGlobal

Welcome to the RGlobal portal!

The RGlobal portal is the online platform for international students and scholars for a variety of requests and services provided by Rutgers Global - International Student & Scholar Services. The following are the types of online services available for international students, scholars, & staff.

Full Services for Students and Scholars

Services for current Rutgers students and scholars with an active NetID. Click the login button below to submit e-form requests for most services provided by ISSS, including new student check-in, reduced credit load authorization, OPT, J-1 Scholar requests, and more.

Login

A Network ID and password are required.

Limited Services for Students and Scholars

Limited services is less commonly used at Rutgers, such as initial I-20s for non-degree students, readmitted students who do not have a NetID, etc. You should receive an email prompting you to use Limited Services before using this section. These services will NOT provide all the functionality of the full client services.

[Limited Services Login](#)

Step 2: Open the Student Check-In E-Form Group

Click “**Orientation**”
on the left-hand menu

Once you click “Orientation” you will see
the “**Student Check-In**” e-form group

The screenshot displays the Rutgers RGlobal interface. At the top, a red banner reads "RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY". Below this, the "RGlobal" header is visible. The left-hand navigation menu lists several categories: "RUTGERS NEW BRUNSWICK SCHOLARS", "RUTGERS NEW BRUNSWICK STUDENTS", "Home", "Biographical Information", "Departmental Services", "F-1 Practical Training", "F-1 Student Services", "Health Insurance", "J-1 Scholar Services", "J-1 Student Services", "Orientation", "Travel & Location Information". The "Orientation" item in this menu is circled in yellow. The main content area on the right is titled "Orientation" and features a red "Tasks" header. Below the header, a red button with a pencil icon and the text "Student Check-In" is highlighted with a yellow circle.

Step 2: Open the Student Check-In E-form Group (continued)

You will need to submit **both** of the required e-forms to complete your mandatory check-in

Student Check-In

F-1 and J-1 students are required by U.S. immigration regulations to check-in with the school sponsoring their program. Please complete the required e-forms below to check-in no earlier than 30 days before your academic program starts and only after you have arrived in the U.S.

You will need to prepare to upload the following items:

- Passport pages with biographical information & photo
- U.S. Visa (Canadians will not have a visa)
- DS-2019 or I-20 issued by Rutgers for this program
- Form I-94 (access this document at [CBP's website](#)), available only after you have entered the U.S.

You can begin filling out this form as soon as you have some of the required information available (even before your arrive in the U.S.), but make sure you save a draft and complete the form once you have entered the U.S. and can retrieve your Form I-94 online.

E-Forms

- REQUIRED [Address & Contact Information](#)
- REQUIRED [Document Check](#)

Step 3: Submit the two required e-forms

- On the “Address & Contact Information” e-form, you will need to provide:
 - Your **current** location
 - Where you **plan to be** for the semester
 - Your **U.S. address**
 - A **non-Rutgers** email address
 - A **U.S. phone** number (if you have one)
 - An emergency **contact**

Step 3: Submit the two required e-forms (continued)

- On the “**Document Check**” e-form, you will need to provide:
 - A digital copy of your **I-20** with **your** signature on the “Student Attestation” line
 - A clear image of your student **visa stamp** (unless you are a Canadian or Bermudan student)
 - A clear image of your **passport biographical** page
 - Your passport **expiration** date
 - Your **I-94** that shows your entry into the U.S.
 - The link to access your I-94 is on the e-form, or you can scan the QR code below.



<https://i94.cbp.dhs.gov/I94>

Step 3: Submit the two required e-forms (continued)

Once you've submitted both e-forms, they will show as "pending office approval". This means you have successfully submitted both of the required e-forms.

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E-Forms

① PENDING OFFICE APPROVAL
[Address & Contact Information](#)

② PENDING OFFICE APPROVAL
[Document Check](#)

Step 4: Monitor your Rutgers email inbox

- A staff member in our office will **process** your e-form submission **as soon as possible** (it may take up to 5 business days during busy times).
- You will receive an **email** saying they have been **approved or if we need any other information** from you.
- Your legal status will be **activated** only after the e-forms have been approved.

Questions? Contact us at ISSS-Students@global.rutgers.edu