Check-In Tutorial
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
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
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
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.
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.
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