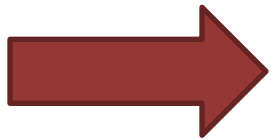# How to Complete Immigration Check-In in WorldLink

Step 1: Go to the website **go.pdx.edu/worldlink**.

Step 2: Click the blue **LOGIN** button.

Full WorldLink Services for Students & Scholars

DEV-TEST: Login with your PSU ODIN account name and password. Full WorldLink Services provides access to all WorldLink functions for students and scholars.

Login

A Network ID and password are required.

Step 3: Enter your ODIN Username and Password to log in.
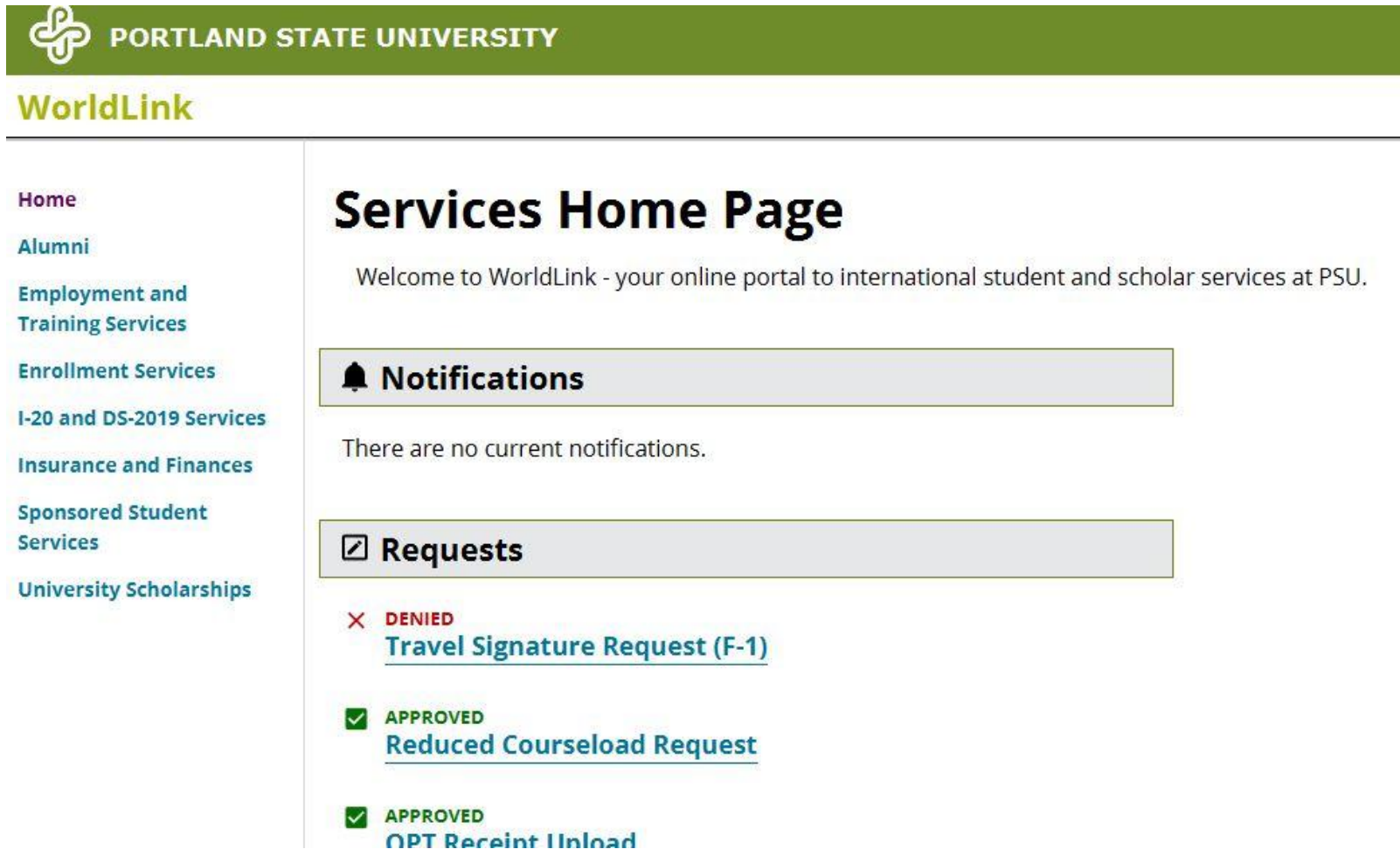
Step 4: Arrive at the home page for your profile.

Step 5: Choose **Orientation** from the list on the left side, then choose the **Immigration Check-In Forms** button.

Step 6: Read the instructions on the **Immigration Check-in Forms** main page.

Next you will click on each part of the list to complete the E-forms section.

WorldLink

Emily Test HARPER ▾

Home
Alumni
F-1 Student Services
Insurance and Finances
International Office
Orientation
Sponsored Student Services
University Employment

Immigration Check-in Forms

Welcome to PSU!

These Check-In Forms are for new F-1 and J-1 international students coming to PSU. These forms should be completed before you attend International Student Orientation (check website for dates). Most can be submitted before you arrive!

Required Documents

To complete these forms you will need to scan and upload copies of the following documents. Please save files in PDF or JPEG format and make sure they are clear and readable. Scan documents in color, if possible.

1. Passport ID (photo page)
2. F-1 or J-1 visa (current)*
3. I-94 print-out

*If you changed to F-1/J-1 visa status from another visa status *while in the US*, you will be asked to upload a copy of your Approval Notice (I-797).

In addition, you will need to be able to share:

1. Local address in the Portland area (even if it's temporary)
2. Emergency contact information for a person in your home country

Let's Get Started!

In order to complete the check-in process at PSU, you must submit all forms below:

E-Forms —

☐ REQUIRED
Passport Upload

☐ REQUIRED
Visa Upload

☐ REQUIRED
I-94 Upload

☐ REQUIRED
Local Address & Contact Information

☐ REQUIRED
Emergency Contact Information

○ OPTIONAL
Dependent Check-in

☐ REQUIRED
Immigration Check-in Forms Complete

Step 7: Fill in **Passport Information**, upload a scanned copy of your passport photo page, and click **Submit.**

Passport Upload

MAIN PAGE FOR E-FORM GROUP

(*) Information Required

Use this form to provide your passport information and a copy of your passport biographical information page.

If you only have a given name listed in your passport, please enter that name in both the Given Name/First Name field and the Family Name/Last Name field.

Required Documents

Electronic copy of your passport ID (photo page) in PDF or JPEG format. Color scans are preferred.

Passport Information

Given Name/First Name (as it appears in your passport)*

[   ]

Family Name/Last Name (as it appears in your passport)*

[   ]

Passport Country*

[▼]

Passport number*

[   ]

Examples of good and bad passport photos.

✓ Approved

✗ Blurry

✗ Flash / Glare

✗ Too small on page

✗ Too Dark

✗ Too light

Step 8: Fill in the **Visa/Status Information,** upload a scanned copy of your visa, and click **Submit.**

Visa Upload

(*) Information Required

Use this form to provide your visa information and a copy of your F-1 or J-1 visa stamp.

Required Documents

Electronic copy of your F-1 or J-1 visa in PDF or JPEG format. Color scans are preferred.

Visa/Status Information

Do you have an F-1 or J-1 visa?*

○ Yes   ○ No

Visa issue Date*

📅 [MM/DD/YYYY]

Expiration date

📅 [MM/DD/YYYY]

Please upload a copy of your F-1 or J-1 visa. *

Select File

What is your visa type or immigration status?*

F-1 Student ▼

I don't have an F-1 or J-1 visa. What should I do?

If you changed to F-1 or J-1 status in the US, you should still complete this section. Answer "No" to the first question, and the form will guide you to upload your Change of Status Approval Notice.

If you are in the US in a different status (H-4, B-1, B-2, etc.) then you don't need to complete the Immigration Check-In.

Step 9: Fill in the **I-94 Information**, upload a copy of your I-94 record (after you have already arrived in the U.S.), and click **Submit.**

I-94 Upload

MAIN PAGE FOR E-FORM GROUP

(*) Information Required

Use this form to provide your I-94 arrival information and to upload a copy of your I-94 printout.

Important notes:

- You will not have access to your I-94 arrival information until after you have arrived in the U.S.
- **You should keep a copy of your I-94 with you at all times when you are present in the U.S.**

Required documents

An electronic copy (PDF) of your I-94 arrival record. You should find your I-94 arrival record at this link: **https://i94.cbp.dhs.gov/**.

How do I find my I-94 record?

- I-94 records are available **after** you enter the U.S.
- Go to the website https://i94.cbp.dhs.gov.
- Choose "Get Most Recent I-94"
- Choose "Consent & Continue"
- Complete the "Enter Your Traveler Info" page and click "Next"
- The information on the next page is your I-94 record. Save this screen as a PDF or JPEG and upload to the form.
- Print a copy of the I-94 record and keep it with you at all times. It is proof that you entered the US in valid F-1 or J-1 status.

I can't find my I-94 record. What should I do?

1-2 days after you enter the U.S.: The I-94 record might take some time to update. Check back again in a day or two.

More than 2 days after you enter the U.S.: Come see an immigration advisor in International Student and Scholar Services (Karl Miller Center 660).

Step 10: Fill in your local (Portland) **Contact Information**.

Local Address & Contact Information

MAIN PAGE FOR E-FORM GROUP

(*) Information Required

International students are required to report their residential address. Your residential address is the address where you live and stay at night, and it might be different from your mailing address.

You may report a hotel address if you have not found permanent housing, but you must update your residential address as soon as you move.

If you are not sure how to correctly format your U.S. address, you may review the information **available online here** for additional tips about what information is required. If you move from your current address to another address, you must update your address information online through Banweb according to the instructions linked above.

Contact Information

Address Line 1*

Address Line 2

City*

State*

What should I do if I am staying at a hotel or a friend's house for now?

It is okay to use a temporary address!

You can update your permanent address in Banweb within 10 days of moving to a new address.

(www.banweb.pdx.edu)

Step 11: Enter the information for an emergency contact in your home country.

Emergency Contact Information

(*) Information Required

Please use the form below to designate home country emergency contact. A family member or close friend who can take care of you is best. If you also have an emergency contact person in the U.S., you may provide that person's information, as well.

Emergency Contact in Your Home Country

Name (Given Name and Family Name/Surname)*

[   ]

Relationship to you*

[▼]

Address Line 1

[   ]

Address Line 2

[   ]

Who is my Emergency Contact?

Your Emergency Contact is someone we can call or e-mail if something happens to you. They can be a friend, family member, host family, or any other person who could take care of you.

I don't know anyone in the US. What should I do?

It's okay to only put a contact in your home country.

Step 12: Immigration Check-in Forms Complete.

Don't forget the last section!

E-Forms

☐ REQUIRED
Passport Upload

☐ REQUIRED
Visa Upload

☐ REQUIRED
I-94 Upload

☐ REQUIRED
Local Address & Contact Information

☐ REQUIRED
Emergency Contact Information

○ OPTIONAL
Dependent Check-in

☐ REQUIRED
Immigration Check-in Forms Complete

Step 13: Immigration Check-in Forms Complete.
Check all the boxes to confirm that you are done, then click Submit.

Immigration Check-in Complete

MAIN PAGE FOR E-FORM GROUP

(*) Information Required

Please submit this form to let the Office of International Students & Scholar Services (OISSS) know that you are finished submitting your immigration documents.

☑ I have uploaded my passport and submitted the "Passport Upload" form. *

☑ I have uploaded my visa (or I-797) and/or submitted the "Visa Upload" form. *

☑ I have uploaded my I-94 and/or submitted the "I-94 Upload" form. *

☑ I have provided my local address in the Local Address & Contact Information form. *

☑ I have provided my emergency contact(s) in the Emergency Contacts form. *

Save Draft   Submit