Scholar Check-In Instructions
For Department Contacts

F-1 OPT, J-2 Employee, Outside J-1

ISSS only checks in individuals in F-1 OPT status if their F-1 was sponsored by ANOTHER institution.

If the F-1 was sponsored by UIUC, they should continue going to the student office for advising.

These instructions also pertain to individuals in J-2 status working for the University and Outside J-1 scholars.

Step 1

• Log into iStart (https://sunapsis.illinois.edu)
• Click “Administrative Services for University Departments”
Step 2

- Under “Departmental Services” click “Add New Person”
Step 3

- Complete all fields with the individual’s information
Step 4

- Instruct the scholar to log in to Full Client Services for Students and Scholars in iStart to complete the Pre Check-In Form. They will need their UIN and Date of Birth to log in.
- The Scholar Pre-Check In Form can be found under “Pre-Arrival”


**Step 5**

- Complete the Scholar Check-In Sheet found under “Resources”, “Forms”, “Scholar Forms” on the ISSS website
  - [http://isss.illinois.edu/publications/forms/scholarforms.html](http://isss.illinois.edu/publications/forms/scholarforms.html)
  - After you hit “submit,” a copy of the Check-In Sheet will be e-mailed to you. Print it and provide it to the scholar.
- Required documentation for check-in can be found at [https://illinois.edu/cms/secFile/2953/check_in_documentation.pdf](https://illinois.edu/cms/secFile/2953/check_in_documentation.pdf)
- Send the scholar to ISSS during the designated check-in hours (Monday, Wednesday, Friday from 9-11)

*Any scholar who arrives without the Scholar Check-In Sheet or required immigration documents will be sent back to the department.*