Student Record Form Step-by-Step Instructions

1. Set up BuckeyePass
   a. BuckeyePass is a multi-factor authentication service provided by The Ohio State University, which is required when accessing your different Ohio State accounts. You must have BuckeyePass set up on a device that you will have with you during immigration check-in. You will not be able to complete the process without BuckeyePass.
   b. The easiest way to set up BuckeyePass is to download the Duo Mobile app on your mobile device. For instructions on how to set up BuckeyePass and download Duo Mobile, visit **buckeyepass.osu.edu**. If you still have questions, please contact the Office of Technology and Digital Innovation for assistance at 1-614-688-4357.
2. Please log in to **go.osu.edu/newintstucheckin**
3. Select your visa type: F-1 or J-1
4. Upload a copy of your form I-20 or DS-2019
   a. Please make sure you sign and date at the bottom of the form first **before** uploading
5. Provide your U.S. residential address
   a. Please provide your address in the following format:
      Address 1: 123 Buckeye Rd.
      Address 2: Apt. 6
      City, State, Postal: Columbus, OH 43210
6. In addition, please follow the link in the form to add your U.S. address into your Buckeye Link account ("Home/Current" address)
7. Please record your U.S. phone number
   a. If you do not yet have a U.S. phone number, please leave blank. You will need to update your phone number in your Buckeye Link account once you obtain one.
8. Please include your personal email account (non-Ohio State email)
9. Please record your passport number
   a. The number should be from your most recently issued passport
10. Please record the country of the passport and its expiration date
    a. Should be the country of the passport, even if your passport was issued in another country
    b. Passports must be valid at least six months into the future at all times

J-1 students only

11. Please confirm your understanding that Ohio State must report all incidents to the U.S. Department of State
12. Please agree to your understanding that you must report all incidents to the Office of International Affairs that you experience within one business day
13. Please record an emergency contact for an individual in your **home country** (outside of the United States) – **REQUIRED**
    a. An email address and phone number must be included
14. If your emergency contact outside of the United States requires language translation, please input that information
15. Record an emergency contact for an individual in the United States – **HIGHLY ENCOURAGED**
    a. Please record all fields

F-2/J-2 dependents

1. If you have any dependents (spouse or child), please upload copies of their form I-20/DS-2019
2. Please ensure dependent documents are signed and dated at the bottom of page 1 before uploading

All new students

1. Confirm whether you have acquired a change of status within the United States
   a. If you received an F-1 or J-1 visa at a U.S. Embassy abroad, the answer would be no
   b. If you received an approval notice from U.S. Immigration regarding an in-country change of status application, please check yes and upload a copy of that notice to the Other Documentation section below
2. Immigration document uploads:
   a. **Passport**
      i. Please upload a copy of your passport bio page (picture page). It should be your most recently issued passport.
   b. **Visa**
      i. Please upload a copy of your current F-1 or J-1 visa
      ii. If you are Canadian, you will not have a visa
   c. **I-94**
      i. Please upload your I-94, which shows the last time you entered the United States
      ii. Please ensure that I-94 shows F-1 D/S or J-1 D/S (unless you have been approved for an in-country change of status through U.S. Immigration)
      iii. Can be pulled from **i94.cbp.dhs.gov/I94**
      iv. If you notice that the date on your I-94 is incorrect, please reach out to **iss@osu.edu** before your scheduled appointment
   d. **Admission Stamp**
      i. Please upload a copy of the stamp you received upon entry into the United States. This may be located on the same page as your F-1/J-1 visa or another page of your passport.
      ii. If you do not have an admission stamp, please contact **iss@osu.edu** before your scheduled appointment. **Please note that if you traveled through the port of Miami (MIA), they do not stamp immigration documents.**
   e. **Other documentation**
      i. Please upload any other necessary documentation: for example, approval notice for in-country change of status through U.S. Immigration
3. Please grant Ohio State permission to contact your emergency contact listed above in the event of an emergency
4. Digitally sign the form and click **save as draft**
5. An immigration check-in staff member will review the documents for accuracy with you during your appointment before its official submission
6. Complete immigration check-in