

INTERNATIONAL STUDENT SERVICES

ISS Standard Administrative Policy: Online Orientation and Check-In

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Policy Statement

The purpose of this policy is to clarify when international students attending Texas A&M University are required to complete the Online Orientation and Check-In requirements administered by International Student Services (ISS). The reason for this policy is to make sure that International Student Services complies with federal and state laws, system policies, system regulations, Texas A&M University rules and procedures, and ISS policy rules and procedures.

Official Policy/Responsibilities/Process

I. Federal and State Law

Though there is no specific federal or state law specifically requiring ISS to enforce Online Orientation or Check-In, this ISS policy has developed in an effort to remain compliant with the following federal regulations:

For F-1 students:

1. According to 8 C.F.R. § [214.3\(g\)\(2\)\(iii\)](#): “Each term or session and no later than 30 days after the deadline for registering for classes, schools are required to report the following registration information:
 - (A) Whether the student has enrolled at the school, dropped below a full course of study without prior authorization by the DSO, or failed to enroll;
 - (B) The current address of each enrolled student; and
 - (C) The start date of the student's next session, term, semester, trimester, or quarter.
 - (D) Adjustment to the program completion date.”

For J-1 students:

1. According to 22 C.F.R. § [62.70\(d\)](#): “Sponsors shall within 30 calendar days of a program participant's start date verify that the participant has in fact begun their program participation. Sponsors shall update the participant's SEVIS record and current U.S. address.”
2. According to 22 C.F.R. § [62.10\(b\)](#): “Sponsors shall provide exchange visitors with pre-arrival materials...”
3. According to 22 C.F.R. § [62.10\(c\)](#): “Sponsors shall offer appropriate orientation for all exchange visitors...”

II. International students are required to complete the Online Orientation and Check-In processes as follows:

1. New international students beginning their first academic program at Texas A&M

- All new international students have an ISS Check-In hold placed on their record.
- All new international students must complete the ISS Check-In requirement in order to have the hold removed.
 - Students who will be physically present on the College Station campus must schedule a Check-In appointment through the online Check-In registration system.
 - Students who will be physically present on the Galveston campus will schedule an in-person Check-In appointment with the TAMUG liaison to ISS. Their Check-In will be completed remotely by the ISS liaison to TAMUG.
 - Distance learners, whether inside or outside of the U.S., will email their Check-In materials to idl@tamu.edu. Their Check-In will be completed remotely by ISS.
- All new international students who will be physically present in the U.S. are required to complete the Online Orientation. Students may not take the Online Orientation more than one year prior to the first day of classes of their first semester at Texas A&M. An ISS Online Orientation hold will be placed on the student record of any new international student who is physically present in the U.S. and has not completed the Online Orientation by the 15th class day of their first semester at Texas A&M.
 - Students who will be physically present on the College Station campus must complete the Online Orientation in order to access the online Check-In registration system.
 - Students who will be physically present on the Galveston campus must complete the Online Orientation in order to complete their ISS Check-In requirement and therefore in order to have their hold removed.
 - Distance learners who will be physically present inside the U.S. must complete the Online Orientation in order to complete their ISS Check-In requirement and therefore in order to have their hold removed.
 - Distance learners who will be physically present outside of the U.S. are not required to complete the Online Orientation.

2. Current international students who will change their nonimmigrant status to F-1 or J-1

- *New students doing a change of status to F-1 or J-1 status in order to attend their first semester at Texas A&M should follow the instructions for group #1 above.
- These students must take the Online Orientation for their new status (F-1 or J-1) in order to be issued an I-20 or DS-2019.
- Once the I-20/DS-2019 is issued, an ISS advisor will place a Check-In hold on the student's record.
- If doing a change of status by application, the student must schedule a Check-In appointment via the ISS front counter (College Station students) or the TAMUG liaison to ISS (Galveston students) as soon as possible after the new status is approved. They must attend the Check-In appointment in order to have hold removed.
- If doing a change of status by travel, the student must schedule a Check-In appointment via the ISS front counter (College Station students) or the TAMUG liaison to ISS (Galveston students) as soon as possible after re-entering the U.S. in the new status. They must attend the Check-In appointment in order to have hold removed.

3. Current or returning F-1 and J-1 international students who will process a reinstatement or new entry to regain F-1 or J-1 status

- *New students needing to regain F-1 or J-1 status in order to attend their first semester at Texas A&M should follow the instructions for group #1 above.
- These students must take the Online Orientation in order to be issued an I-20 or DS-2019.
- Once the I-20/DS-2019 is issued, an ISS advisor will place a Check-In hold on the student's record.
- If doing a reinstatement, the student must schedule a Check-In appointment via the ISS front counter (College Station students) or the TAMUG liaison to ISS (Galveston students) as soon as possible after the reinstatement is approved. They must attend the Check-In appointment in order to have hold removed.
- If doing a new entry, the student must schedule a Check-In appointment via the ISS front counter (College Station students) or the TAMUG liaison to ISS (Galveston students) as soon as possible after re-entering the U.S. in status. They must attend the Check-In appointment in order to have hold removed.

4. Current J-1 international students who failed to obtain written authorization from International Student Services (ISS) for on-campus employment

- These students must take the Online Orientation in order to have their SEVIS record corrected.
- No Check-In process is required.

5. Returning international students who have taken a leave of absence from Texas A&M University and wish to resume enrollment

- All international students who have not been enrolled at Texas A&M for at least one major semester (Fall or Spring) will have an ISS Check-In hold placed on their record.
- F-1/J-1 students who did not maintain F-1/J-1 status during their leave of absence and need to regain F-1/J-1 status in order to resume their enrollment at Texas A&M should follow the instructions for group #3 above.
- F-1/J-1 students who graduated and will begin a new academic program during the next available major semester are not required to take the Online Orientation or complete the Check-In process. They must follow the process for requesting a Change of Education Level I-20/DS-2019 in order to have their hold removed. Example: Students who graduate in May and will begin a new degree program in June or August do not have to meet the Online Orientation or Check-In requirements.
- F-1/J-1 students who completed a degree program at Texas A&M, received authorization for Optional Practical Training (OPT) or Academic Training, have had no break in their F-1/J-1 status, and will begin a new degree program are required to complete the Online Orientation in order to receive the I-20/DS-2019 for the new academic program. No Check-In process is required.
- All students in a status other than F-1 or J-1 who have not been enrolled at Texas A&M for at least one major semester (Fall or Spring) and will resume or begin a new degree program must comply as follows.

- Students who will be physically present on the College Station campus must schedule a Check-In appointment via the ISS front counter. They must complete the Online Orientation and attend the Check-In appointment in order to complete their ISS Check-In requirement and therefore in order to have their hold removed.
- Students who will be physically present on the Galveston campus will schedule an in-person Check-In appointment with the TAMUG liaison to ISS and their Check-In will be completed remotely by the ISS liaison to TAMUG. They must complete the Online Orientation in order to complete their ISS Check-In requirement and therefore in order to have their hold removed.
- Distance learners who will be physically present inside the U.S. will email their Check-In materials to idl@tamu.edu and their Check-In will be completed remotely by ISS. They must complete the Online Orientation in order to complete their ISS Check-In requirement and therefore in order to have their hold removed.
- Distance learners who will be physically present outside of the U.S. will email their Check-In materials to idl@tamu.edu and their Check-In will be completed remotely by ISS. They are not required to complete the Online Orientation.

Related Statutes, Policies, Procedures, or Requirements

Change of Education Level SAP/SOP

Check-In SOP

Online Orientation Holds SOP

Forms

No related forms at this time
