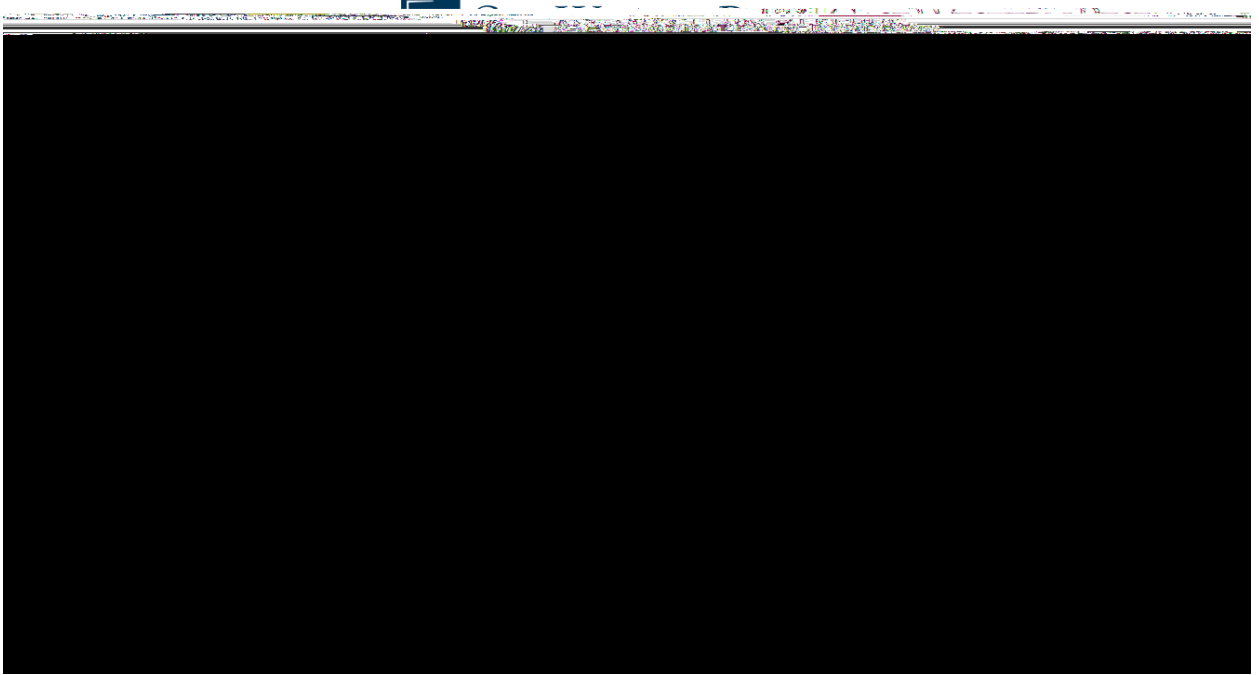
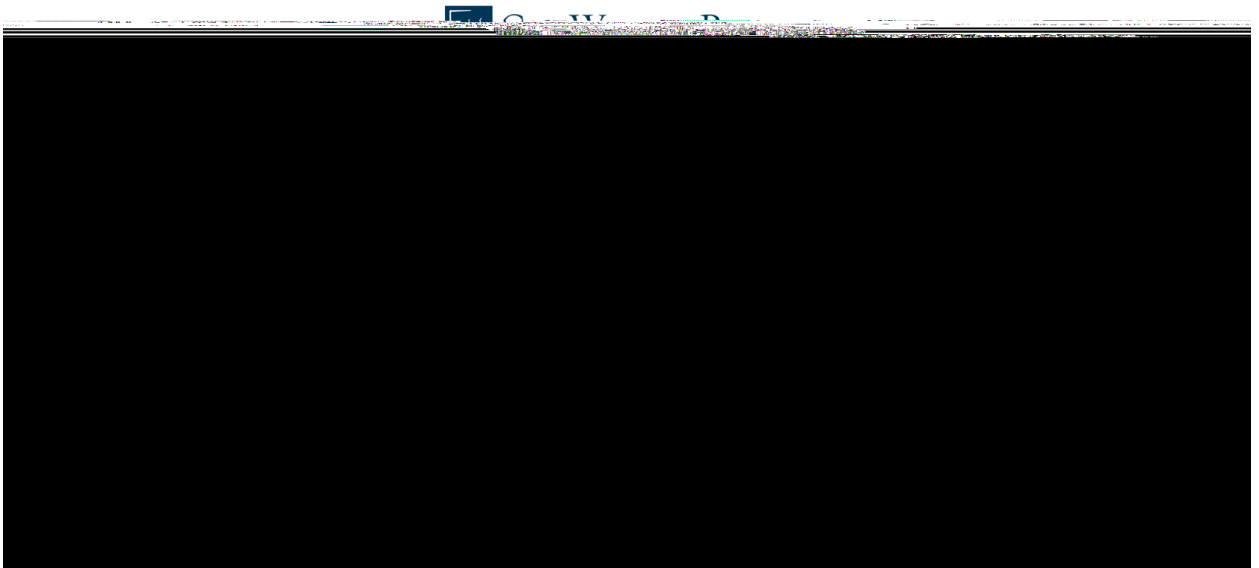


## HOW TO CHECK IN WITH INTERNATIONAL STUDENT SERVICES

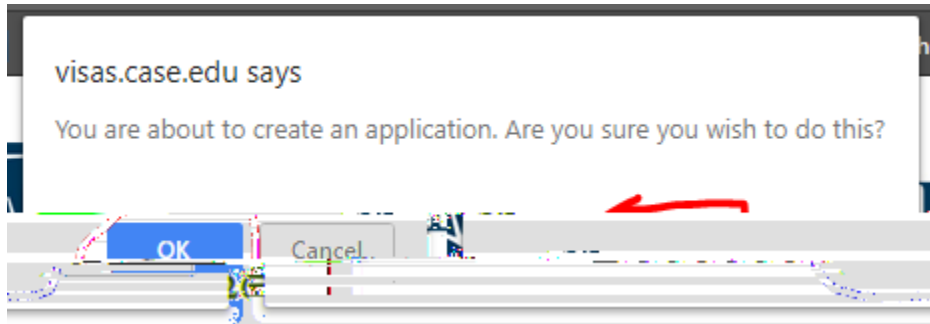
1. Visit <https://cas.case.edu/ivs/>. You will need to log in to your account using Single Sign On. Once on the homepage, for [cas.case.edu/ivs/](https://cas.case.edu/ivs/) click the Login button at the top right.



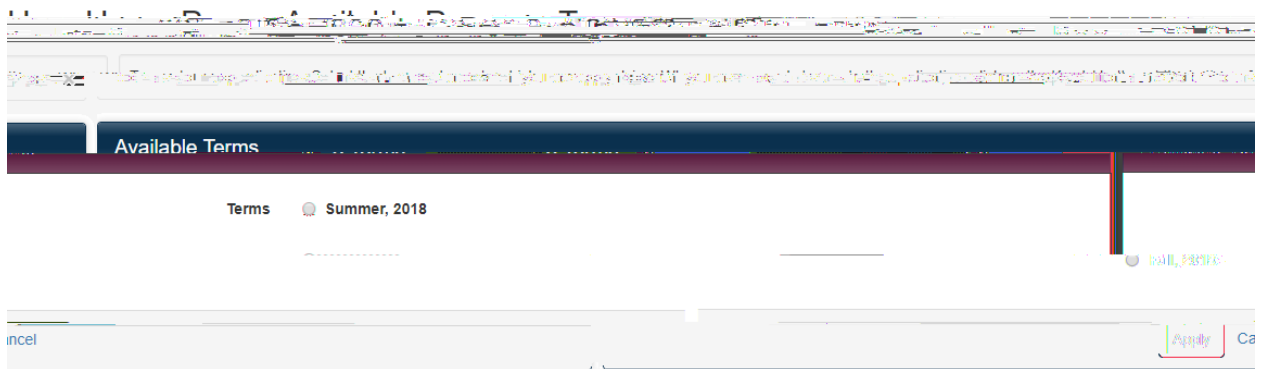
2. Once logged in, please visit <https://cas.case.edu/ivs/?go=checkin>. Click the "Apply Now" button.



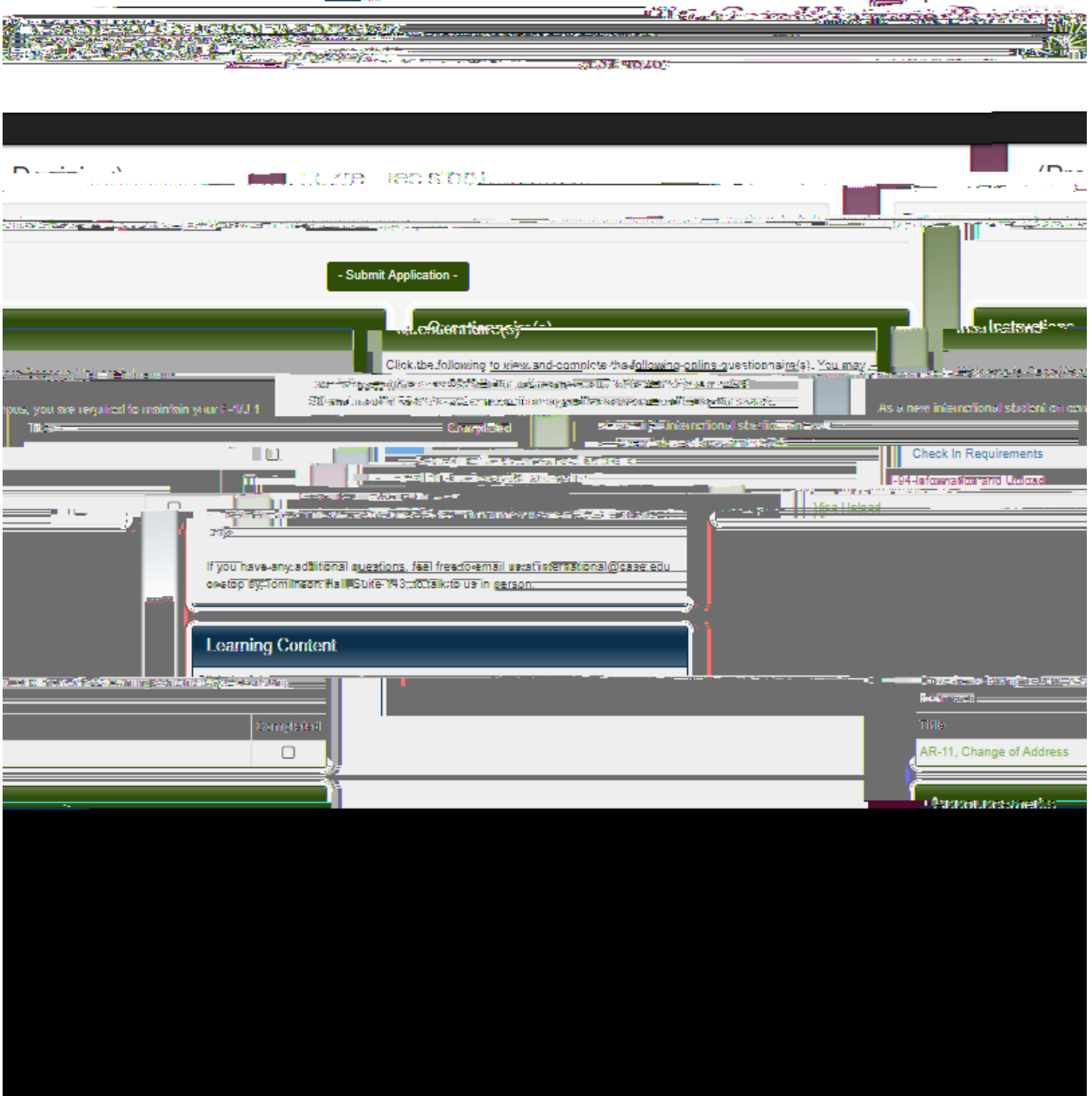
3. The page asks this?



4. Select the semester in which you are starting your new program at CWRU. This is also based on the start date found on your I-20. If you selected one term, click Apply.
- May and July: use Summer  
Fall, August or September: Use  
January: use Spring.



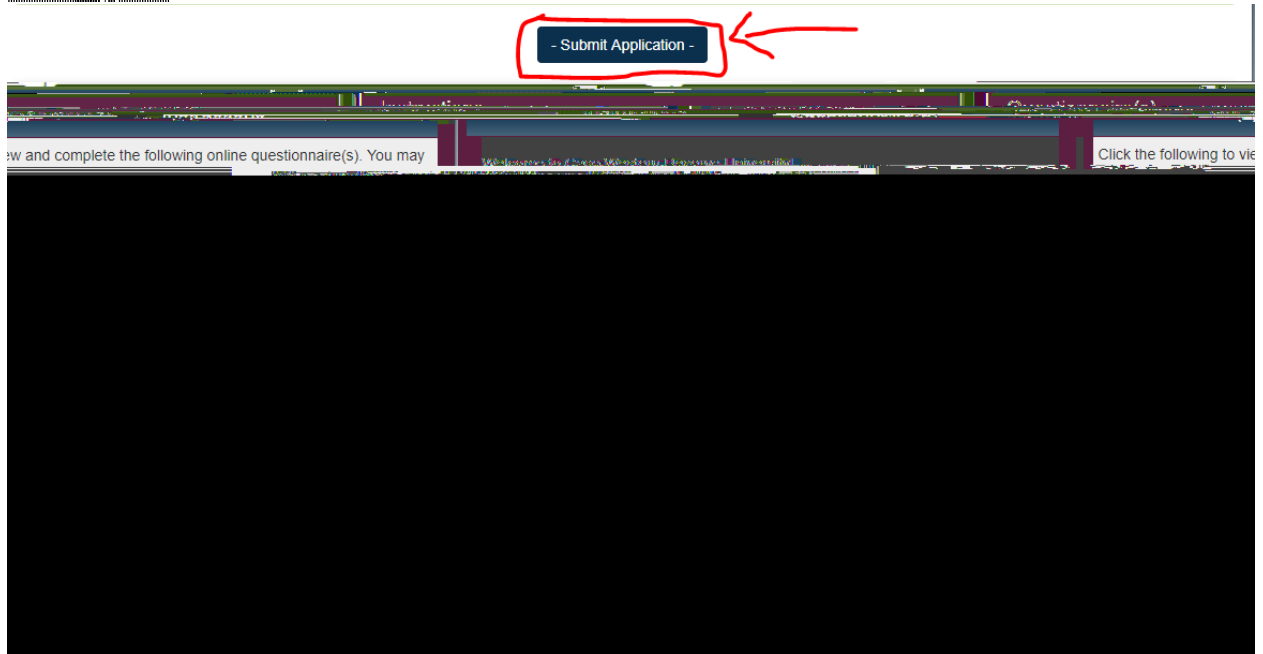
5. This step is not required until all other steps are complete in order to properly check in with our office.



To complete each section, click on the blue links under the Questionnaires and Learning Content sections. Each of these links will then give you further instructions. At the bottom of the Questionnaires and Learning Content sections, there is a 'Completed' checkbox at the bottom of each page.

6. Once you have completed a questionnaire or learning content item, a check box will appear next to it on your program home page. Once all of the boxes are checked, click

the "Submit Application" box found at [redacted] will not review any items, nor are you fully finished with this process, unless you click the "Submit Application" button.



7.

Otherwise, your record will be officially checked in and registered in SFVISA within about a business week. If you transfer and need SFVISA records for yourself, you will be issued a new I-20 to complete the transfer process. You will receive an email when that I-20 is ready to be picked up. Otherwise, a new I-20 will be issued as part of this process.

8. If you have any questions, please email [intercontinental@secc.edu](mailto:intercontinental@secc.edu)