



Date: _____

UNDERGRADUATE DOCUMENT CHECK-IN

Students who have received a new initial Form I-20, a transfer pending Form I-20, or Form DS-2019 need to check in with the Cranwell International Center to ensure proper registration into the SEVIS system.

STUDENT INFORMATION

Name _____
Last/Family First Middle (if any)

Email _____ VT ID# _____

Phone _____ SEVIS ID: N00 _____
This is listed on the top page of your Form I-20 or Form DS-2019

Local address: _____
Street Address City State Zip Code

Term you are beginning at Virginia Tech Fall Spring Summer I Summer II

Are you transferring your SEVIS Record to Virginia Tech from another school in the US? Yes No

I-94 ADMISSION RECORD

I agree to allow a staff member of the Cranwell International Center to print my I-94 Record of Admission
 Yes No

EMERGENCY CONTACT INFORMATION – FAMILY MEMBER

Name _____
Last/Family First Middle (if any)

Email _____ Phone _____

Address: _____
Street Address City State/Province Country Postal Code

Relationship _____
Example: Mother, Father, Legal Guardian, Uncle, Cousin, etc.

FOR OFFICE USE ONLY

COPIES:
 _____ Form I-20 or DS-2019 _____ GOAINTL
 _____ Passport _____ SGASADD
 _____ Visa _____ SEVIS
 _____ I-94
 _____ J-1 Insurance

_____ BANNER _____ SUNAPSIS _____ SEVIS