



## Health and Safety Requirements

### International Student and Scholar Services

300 College Park, Rike Center #204

Dayton, OH 45469-1701

Ph: (937) 229-2748 • Fax: (937) 229-2766

To protect the health and safety of our international students and scholars, ISSS has instituted the following four requirements:

Requirement	Frequency
<b>Requirement 1: Updating Your Local Address.</b> As a condition of your F or J status, you must submit your local US address.	<i>Must be updated within 10 days of moving to a new residence.</i>
<b>Requirement 2: Uploading Your Immigration Documents.</b> As a condition of your F or J status, you must submit copies of your immigration documents.	<i>Must be updated each time your documents change (e.g. new passport, new visa).</i>
<b>Requirement 3: Verifying Health Insurance.</b> You must certify that your health insurance meets UD standards.	<i>Must be verified each semester.</i>
<b>Requirement 4: Updating Your Emergency Contact Information.</b> You must submit contact information for a parent or spouse.	<i>Must be updated once only.</i>

**Note:** *These requirements are overseen by (and specific to) ISSS. Additional health and safety requirements may apply.*

Each of these requirements has its own separate process. Each process is short and should not take more than 5 minutes to complete. Instructions for navigating these processes are listed below.

Instructions	Page
<b>Requirement 1:</b> Updating Your Local Address	2-3
<b>Requirement 2:</b> Uploading Your Immigration Documents	4-7
<b>Requirement 3:</b> Verifying Health Insurance	8
<b>Requirement 4:</b> Updating Your Emergency Contact Information	9



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### Updating Your Local Address

As a F-1 or J-1 student, you are required to provide address information to our office as a condition of your immigration status. This guide will show you how to make these updates electronically through Porches.

**Follow the steps below to update your local address.**

1. Log into [porches.udayton.edu](http://porches.udayton.edu) and click on 'International' on the menu to the left.

The screenshot shows the Porches website interface. On the left is a navigation menu with the following items: Front Porch, UD Daily, Flyer Student Services, College of Arts & Sciences, School of Business, Educ/Health Sciences, Engineering, Graduate School, International (highlighted with a red circle), HR Connections, Runway, and Stander Symposium. The main content area displays the title 'International' and the breadcrumb 'Porches/ International'. Below this is a section titled 'Welcome International Students!' followed by 'Instructions'. The instructions state: 'The International page is a one-stop shop for the resources used most often by i'. Under 'You can find:', there is a bulleted list: 'Current immigration status', 'Shortcuts to frequently visited Porches tabs and UDayton websites', 'The immigration requirements to be completed using the Health and Safe', and 'Contact information for the ISSS and IEP offices'. At the bottom of the instructions, it says: 'Please contact International Student and Scholar Services at [iss@udayton.edu](mailto:iss@udayton.edu) v'.

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2. Next select 'Update local address'

### LOCAL ADDRESS

To protect the health and safety of our international students and scholars, ISSS has instituted the following requirements:

**Update Your Local Address.** As a condition of your F or J status, you must submit your local US address within 10 days of moving to a new residence.

Your local address is up to date.

[Update Your Local Address.](#)

3. Under 'Type of Address', select 'Off Campus Address'.  
 4. Click 'Submit'.

### Update Addresses and Phones - Select Address

- Update an existing address by selecting the link next to the corresponding address. If
- Entering overlapping dates may change the effective dates on existing address rec

Change of address information and USPS forms are available through [this link](#).

#### Addresses and Phones

**Permanent** **Phones**  
 Current: Nov 27, 2011 to Dec 31, 2199 Primary: None Provided



**Payroll** **Phones**  
 Current: Aug 16, 2012 to (No end date)



Type of Address to Insert: [Off Campus Address](#)



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5. Fill in all fields highlighted in **red**. **DO NOT** input a foreign (non-US) address. Use **ONLY** a local US address in these fields.

**Important:** In the 'Valid From This Date' field, input the approximate date you began residing at the address. In the 'Until This Date' field, input the approximate date you will stop residing at the address.

6. Under 'Phone Type', select 'Cell Phone'. Input your US cell phone number.

7. When finished, click 'Submit'.

### Update Addresses and Phones - Update/Insert

Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or 1 and City are required. Wh en updating an address you do not need to change the Valid From This Date value.

#### Off Campus Address

**Valid From This Date:MM/DD/YYYY**

**Until This Date:MM/DD/YYYY**

**Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**City:**

**State or Province:**

**ZIP or Postal Code:**

**County:**

**Nation:**

**Delete this Address:**

**Primary Phone Number For This Address:**

**Delete this Address:**

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted	Delete	
<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Phone Type</b>	<b>Area Code</b>	<b>Phone Number</b>	<b>Ext.</b>	<b>International Access Code and Phone Number</b>	<b>Unlisted</b>	<b>Delete</b>
<b>Cell Phone</b>	111	111-1111	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Submit**



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### Uploading Your Immigration Documents

As a F-1 or J-1 student, you are required to provide copies of your I-20 (F) or DS-2019 (J), I-94, visa, and passport to our office as a condition of your immigration status. You only have to upload your documents once unless there is a change in one of the documents (for example a renewed visa). This guide will show you how to submit these documents electronically through Porches.

#### Examples of Documents

**I-20:** A document issued by University of Dayton certifying that an international student has been admitted to a program of study and has demonstrated sufficient financial resources to stay in the U.S. The I-20 is officially titled the "Certificate of Eligibility" because with it, you are "eligible" to apply for an F-1/F-2 visa.

**DS-2019:** A document issued by University of Dayton certifying that an international student or scholar has been accepted into a program of study and has demonstrated sufficient financial resources to stay in the U.S. The DS-2019 is officially titled the "Certificate of Eligibility" because with it, you are "eligible" to apply for an J-1/J-2 student visa.

**I-94:** An electronic record showing your arrival and departure information. Download from [www.cbp.gov/i94](http://www.cbp.gov/i94).

**Visa:** A citizen of a foreign country who seeks to enter the US generally must first obtain a U.S. visa, which is placed in the traveler's passport. Visas are issued by US embassies or consulates. The visa has no bearing on your ability to stay in the US; it's only use is for entry into the US. After you enter the U.S., maintenance of your status determines your ability to stay.

**Passport:** Issued by your home country.

Passport	Visa	I-94



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### I-20

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
SEVIS ID: N0004705859			
SURNAME/PRIMARY NAME Sample STED		GIVEN NAME Student	CLASS <b>F-1</b> ACADEMIC AND LANGUAGE
PREFERRED NAME		PASSEPORT NAME	
COUNTRY OF BIRTH UNITED KINGDOM		COUNTRY OF CITIZENSHIP UNITED KINGDOM	
DATE OF BIRTH 05 FEBRUARY 1987		ADMISSION NUMBER	
FORM ISSUE REASON CONTINUED ATTENDANCE		LEGACY NAME Jay Sample	
SCHOOL NAME METS School For Advanced SEVIS Studies		SCHOOL ADDRESS 8012 Nancy Lane, Fv, Washington, MD 20746	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Selene Robertson 0200		SCHOOL CODE AND APPROVAL DATE B2L21474444020 02 APRIL 2018	
PROGRAM OF STUDY			
EDUCATION LEVEL BACHELORS		MAJOR 1 Mechanical Engineering 14.1801	MAJOR 2 Power Engineering 14.8401
NORMAL PROGRAM LENGTH 36 Months		PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 01 SEPTEMBER 2018		PROGRAM END DATE 30 MAY 2022	
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 4 MONTHS		STUDENT'S FUNDING FOR: 4 MONTHS	
Tuition and Fees		Personal Funds	
Living Expenses		Funding-School-Remarks	
Expenses of Dependents (0)		Other-Remarks	
Expenses-Other-Remarks		On-Campus Employment	
TOTAL		TOTAL	
REMARKS Finished program - applying for OPT			
SCHOOL ATTESTATION I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I enclosed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of course taken and proof of financial responsibility which was received in the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.3(b)(6). I am a designated school official of the above named school and am authorized to issue this form.			
SIGNATURE OF Selene Robertson, 0200		DATE ISSUED 18 October 2018	PLACE ISSUED Fv, Washington, MD
STUDENT ATTESTATION I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form before specifically to use and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine any nonimmigrant status. Parent or guardian, read student, next steps if student is under 18.			
SIGNATURE OF Student Sample STED		DATE	
NAME OF PARENT OR GUARDIAN		SIGNATURE	ADDRESS (city/state or province/country) DATE

### DS-2019

U.S. Department of State CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)		DS-2019 APPROVAL (DS-2019) BUREAU OF CONSULAR AFFAIRS FORM DS-2019 (REV. 04/2018) (FORM DS-2019) Page 1 of 2	
Applicant's Name: Sample, Selene Date of Birth: 12-09-1987 Place of Birth: Anytown Country of Birth: IRELAND Country of Issuance: IRELAND Country of Residence: IRELAND		M-1 or J-1: J-1 M-2: M-2 M-3: M-3 M-4: M-4 M-5: M-5 M-6: M-6 M-7: M-7 M-8: M-8 M-9: M-9 M-10: M-10 M-11: M-11 M-12: M-12 M-13: M-13 M-14: M-14 M-15: M-15 M-16: M-16 M-17: M-17 M-18: M-18 M-19: M-19 M-20: M-20 M-21: M-21 M-22: M-22 M-23: M-23 M-24: M-24 M-25: M-25 M-26: M-26 M-27: M-27 M-28: M-28 M-29: M-29 M-30: M-30	
Type of Exchange: Student Country of Issuance: IRELAND Country of Residence: IRELAND Country of Birth: IRELAND Country of Issuance: IRELAND Country of Residence: IRELAND Country of Birth: IRELAND		Program Number: J-1-12345 Program Dates: 01-01-2019 to 12-31-2019 Program Title: Exchange Visitor Status Program Sponsor: Sample, Selene Program Address: 1000 Main Street, Anytown, OH 45469	
Name of Exchange Visitor: Sample, Selene Date of Birth: 12-09-1987 Place of Birth: Anytown Country of Birth: IRELAND Country of Issuance: IRELAND Country of Residence: IRELAND		Name of Exchange Visitor: Sample, Selene Date of Birth: 12-09-1987 Place of Birth: Anytown Country of Birth: IRELAND Country of Issuance: IRELAND Country of Residence: IRELAND	
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Follow the steps below to upload your immigration documents:

<p>1. Log into <b>porches.udayton.edu</b> and click on 'International'.</p>	<p>Front Porch</p> <p>UD Daily</p> <p>Flyer Student Services</p> <p>College of Arts &amp; Sciences</p> <p>School of Business</p> <p>Educ/Health Sciences</p> <p>Engineering</p> <p>Graduate School</p> <p><b>International</b></p> <p>HR Connections</p> <p>Runway</p> <p>Stander Symposium</p> <h1>International</h1> <p>Porches/ <b>International</b></p> <h2>Welcome International Students!</h2> <h3>Instructions</h3> <p>The International page is a one-stop shop for the resources used most often by international students and scholars.</p> <p>You can find:</p> <ul style="list-style-type: none"><li>• Current immigration status</li><li>• Shortcuts to frequently visited Porches tabs and UDayton websites</li><li>• The immigration requirements to be completed using the <b>Health and Safety Guide</b></li><li>• Contact information for the ISSS and IEP offices</li></ul> <p>Please contact International Student and Scholar Services at <a href="mailto:iss@udayton.edu">iss@udayton.edu</a> with any questions.</p>
<p>2. Scroll down to find the 'Immigration Document Upload' window and select 'Go to upload page'</p>	<h2>DOCUMENT UPLOAD</h2> <p>International Student &amp; Scholar Services (ISSS) must have an up-to-date copy of your I-20/DS-2019, passport, visa, and I-94 on file. If you have F-2 or J-2 dependents, up-to-date copies of their I-20/DS-2019s, passports, visas, and I-94s are also required.</p> <p>You do not need to upload any documents.</p> <p><b>Go To Upload Page</b></p>



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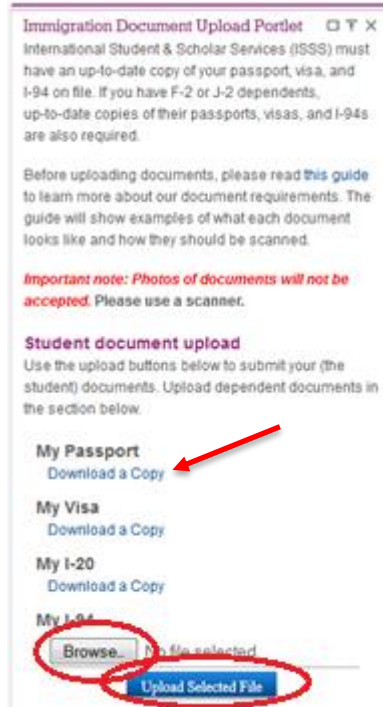
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3. Click on 'Browse' and choose a file from your computer.

4. Click on 'Upload Selected File'.

After successfully uploading a document, the 'Browse' button will be replaced by 'Download a Copy', which allows you to retrieve a copy for yourself.



**Immigration Document Upload Portlet** [Close] [Print] [Refresh]

International Student & Scholar Services (ISSS) must have an up-to-date copy of your passport, visa, and I-94 on file. If you have F-2 or J-2 dependents, up-to-date copies of their passports, visas, and I-94s are also required.

Before uploading documents, please read [this guide](#) to learn more about our document requirements. The guide will show examples of what each document looks like and how they should be scanned.

**Important note: Photos of documents will not be accepted.** Please use a scanner.

**Student document upload**

Use the upload buttons below to submit your (the student) documents. Upload dependent documents in the section below.

**My Passport**  
 Download a Copy

**My Visa**  
 Download a Copy

**My I-20**  
 Download a Copy

**My I-94**  
 Browse... No file selected  
 Upload Selected File

**If** you have dependents, combine all of their passports into one file and upload it. Do the same for Visa, I-20, and I-94.

If you see 'Download a Copy' below each of the required documents, you are done!



**Dependent document upload**

Upload dependent documents below. If you have more than one dependent, combine their files into one PDF. For example, if you have a F-2 wife and F-2 child, combine their passports into one file then upload using the Dependent Passport button below.

**My Dependents' Passport**  
 Download a Copy

**My Dependents' Visa**  
 Browse... No file selected  
 Upload Selected File

**My Dependents' I-20**  
 Browse... No file selected  
 Upload Selected File

**My Dependents' I-94**  
 Download a Copy





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### Verifying Your Health Insurance

To protect their health, safety, and finances, the university requires international students to possess health insurance coverage for themselves and their families. Coverage must meet university standards, be active while the student is enrolled (including vacations), and **be verified every semester**. Students can verify their health insurance coverage online using our Health Insurance Verification Form.

#### Instructions:

**Do not email** your insurance information to us. Instead, follow these steps:

1. Log in to  
[porches.udayton.edu](http://porches.udayton.edu)

2. Click "International"  
from the menu on the  
left

3. Scroll down to see  
the "Health and Safety  
Requirements"

4. Click "Begin waiver"  
box

## Health and Safety Requirements

### INSURANCE STATUS

International students are required to provide evidence that they have health insurance that will cover them the entire time they are a student at the University of Dayton.

Thank you for completing the health insurance waiver.

You have submitted the following information:

Insurance company name: ISO

Insurance policy number: 2402837

You may be asked to verify your health insurance information at a later date. If you have further questions, please email us at [studentinsurance@udayton.edu](mailto:studentinsurance@udayton.edu).

[Go To Waiver](#)

[Read More Information](#)



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5. Enter your insurance company name and insurance policy number.

Please note:  
Your insurance policy number is found in your insurance card.

6. Click "I understand..."  
Your coverage must meet the minimum requirements

7. Click "Submit health insurance Information"

### Health and Safety Requirements

[Return to Full Page](#)

- You must specify the company name.
- You must specify the policy number.
- You must agree to maintain health insurance coverage while you are a student.

Please indicate the provider of your health insurance and the policy number. If you fail to provide this information, you will be prevented from registering for classes next semester. The health insurance waiver must be completed each semester.

Health insurance company name:

Health insurance policy number:

I understand that I am required to have health insurance the entire time I am an enrolled student at the University of Dayton.

- By clicking "Submit", I certify that my plan:
  - Covers at least a minimum of \$250,000 per condition.
  - Has a deductible of \$500 or less per individual.
  - Provides \$50,000 or more for medical evacuation to your home country.
  - Provides \$25,000 or more for repatriation (removal of remains after death) to your home country.
  - Is in effect for the entire time I am enrolled including vacations.

[Cancel and Go Back](#)

[Submit health insurance Information](#)



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### Updating Your Emergency Contact Information

Living in another country so far away from friends and family can be challenging. When situations arise and you are unable to reach your family, who will do this for you?

For this reason, International Student & Scholar Services requires emergency contact information. An emergency contact is a parent or spouse (husband or wife) that we can call in the event you have a serious health or safety issue and are unable to call yourself.

1. Log into  
[porches.udayton.edu](https://porches.udayton.edu)

2. Click on 'International' tab, then 'Update emergency contact information'.

### EMERGENCY CONTACT

**Updating Your Emergency Contact Information.** You must submit contact information for a parent or spouse whom should be contacted in case of emergency.

Your emergency contact information is up to date.

[Update Your Emergency Contact Information.](#)



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3. On the following page choose 'New Contact'

### Update Emergency Contacts

Update a contact by selecting that contact and making the necessary changes

#### Emergency Contacts

Order Name	Address and Phone	Relationship
[Redacted]		
2	New Contact	

4. Finally, complete all of the required fields and 'Submit Changes'. Reminder, this must be a parent or a spouse.

Remove Contact:

Order: 1

Relationship: Not Applicable

First Name: [Text Field]

Middle Name: [Text Field]

Last Name: [Text Field]

Address Line 1: [Text Field]

Address Line 2: [Text Field]

Address Line 3: [Text Field]

City: [Text Field]

State or Province: Not Applicable

Zip or Postal Code: [Text Field]

Country: Not Applicable

Telephone:	Area Code	Phone Number	Extension
	[Text Field]	[Text Field]	[Text Field]

Submit Changes

Reset