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

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

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

You will need to visit the International Page in Porches to complete these requirements. Instructions for navigating these processes are listed below.

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>START HERE:</strong> How to find the International Page in Porches</td>
<td>2</td>
</tr>
<tr>
<td>Requirement 1: Updating Your Local Address</td>
<td>3-5</td>
</tr>
<tr>
<td>Requirement 2: Uploading Your Immigration Documents</td>
<td>6-9</td>
</tr>
<tr>
<td>Requirement 3: Verifying Health Insurance</td>
<td>10-11</td>
</tr>
<tr>
<td>Requirement 4: Updating Your Emergency Contact Information</td>
<td>12-13</td>
</tr>
</tbody>
</table>
To complete each of the requirements, you’ll need to visit the International Page in Porches. Follow these steps:

1. 

2. 

3. 

Last update: Jan 2021
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. From the International page, click on International Documents.

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.

   You must update your local address.

   UPDATE YOUR LOCAL ADDRESS
3. Under ‘Type of Address’, select ‘Off Campus Address’.

4. Click ‘Submit’.

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’.
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.


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.
Follow the steps below to upload your immigration documents:
1. From the International page, click on International Documents.

2. Scroll down to find the ‘Immigration Document Upload’ window and select ‘Go to upload page’

DOCUMENT UPLOAD
International Student & Scholar Services (ISSS) must have an up-to-date copy of your I-20/DOS-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/DOS-2019s, passports, visas, and I-94s are also required.

You are missing important documents.
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.

If you have dependents, combine all of their passports into one file and upload it. Do the same for their visas, I-20s or DS-2019s, and I-94s.
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. From the International page, click on International Documents.
2. Scroll down to see the “Health and Safety Requirements”
3. Click “Go to Verification” box

INSURANCE STATUS
As an international student you are required to provide evidence of health insurance that will cover you the entire time you are a student at University of Dayton. Your health insurance coverage must meet our minimum requirements to be considered valid.

You do not need to complete the health insurance verification.
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"
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. From the International page, click on International Documents. |
| 2. Click on ‘Update Your 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
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

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Address and Phone</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tyler Durdan</td>
<td>300 Soap Street Dr. Apt. 1</td>
<td>Spouse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dayton, OH 45419</td>
<td></td>
</tr>
</tbody>
</table>

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:
Middle Name:
Last Name:
Address Line 1:
Address Line 2:
Address Line 3:
City:
State or Province: Not Applicable
Zip or Postal Code:
Country: Not Applicable

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Phone Number</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit Changes  Reset