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 each 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.*

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.

<table>
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<th>Instructions</th>
<th>Page</th>
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<td><strong>Requirement 1: Updating Your Local Address</strong></td>
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<tr>
<td><strong>Requirement 3: Verifying Health Insurance</strong></td>
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<tr>
<td><strong>Requirement 4: Updating Your Emergency Contact Information</strong></td>
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</tr>
</tbody>
</table>
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

2. Click on 'International' tab, then 'Update local address'.

3. Under 'Type of Address', select 'Off Campus Address'.

4. Click 'Submit'.

Change of address information and USPS forms are available through this link.
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.

<table>
<thead>
<tr>
<th>Passport</th>
<th>Visa</th>
<th>I-94</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Passport Image]</td>
<td>![Visa Image]</td>
<td>![I-94 Image]</td>
</tr>
</tbody>
</table>
I-20

If you do not have the newer version of the I-20 yet, please submit the older version.

Old I-20

New I-20

DS-2019

Sample
Follow the steps below to upload your immigration documents:

1. Log into porchess.udayton.edu
2. Click on ‘International’
3. Scroll down to find the 'Immigration Document Upload' window and select ‘Go to upload page’
4. Click on ‘Browse’ and choose a file from your computer.

5. 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 Visa, 1-20, and 1-94.

If you see ‘Download a Copy’ below each of the required documents, you are done!
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
2. Click 'International' from the menu on the left.
3. Scroll down to see the 'International Health Insurance Verification' box.
4. Follow the instructions to verify your health insurance coverage by entering your insurance company name and insurance policy number. Please note: your coverage must meet the minimum requirements as provided on our website.
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
2. Click on ‘International’ tab, then ‘Update emergency contact information’.
3. On the following page choose ‘New Contact’

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