



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
Requirement 1: Updating Your Local Address. 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>
Requirement 2: Uploading Your Immigration Documents. 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>
Requirement 3: Verifying Health Insurance. You must certify that your health insurance meets UD standards.	<i>Must be verified each semester.</i>
Requirement 4: Updating Your Emergency Contact Information. 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.

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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.

<p>1. Log into porches.udayton.edu</p> <p>2. Click on 'International' tab, then 'Update local address'.</p>	<p>The screenshot shows the Porches website navigation menu on the left, with 'International' circled in red. On the right, the 'INTERNATIONAL' section contains 'Upcoming News' and 'Health Insurance Verification'. Below that, the 'Update Emergency Contact & Local Address' section has 'Update local address' circled in red.</p>														
<p>3. Under 'Type of Address', select 'Off Campus Address'.</p> <p>4. Click 'Submit'.</p>	<p>The screenshot shows the 'Update Addresses and Phones - Select Address' form. It includes instructions and a table of existing addresses. At the bottom, the 'Type of Address to Insert' dropdown is set to 'Off Campus Address' and the 'Submit' button is circled in red.</p> <table border="1"> <thead> <tr> <th colspan="2">Addresses and Phones</th> </tr> <tr> <th>Permanent</th> <th>Phones</th> </tr> </thead> <tbody> <tr> <td>Current: Nov 27, 2011 to Dec 31, 2199</td> <td>Primary: None Provided</td> </tr> <tr> <td colspan="2">[Redacted]</td> </tr> <tr> <th>Payroll</th> <th>Phones</th> </tr> <tr> <td>Current: Aug 16, 2012 to (No end date)</td> <td>Primary: [Redacted]</td> </tr> <tr> <td colspan="2">[Redacted]</td> </tr> </tbody> </table>	Addresses and Phones		Permanent	Phones	Current: Nov 27, 2011 to Dec 31, 2199	Primary: None Provided	[Redacted]		Payroll	Phones	Current: Aug 16, 2012 to (No end date)	Primary: [Redacted]	[Redacted]	
Addresses and Phones															
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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:

Not Applicable

ZIP or Postal Code:

County:

Not Applicable

Nation:

Not Applicable

Delete this Address:

Primary Phone Number For This Address:

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

OR

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

Submit **Reset**

Select a Different Address to Update



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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.

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 the 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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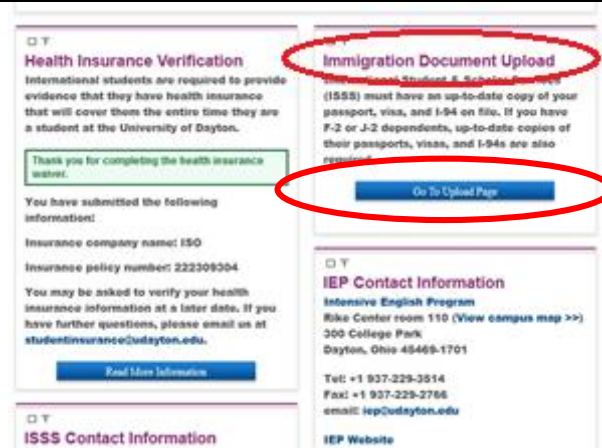
Follow the steps below to upload your immigration documents:

1. Log into porches.udayton.edu

2. Click on 'International'



3. Scroll down to find the 'Immigration Document Upload' window and select 'Go to upload page'



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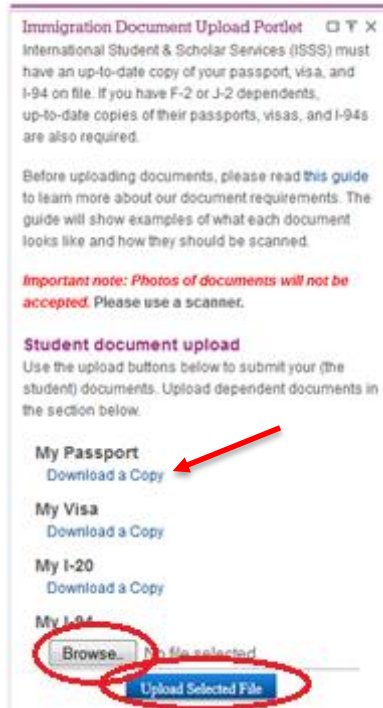
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4. Click on 'Browse' and choose a file from your computer.

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.



Immigration Document Upload Portlet □ T X
 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
 No file selected

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!



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
 No file selected

My Dependents' I-20
 No file selected

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
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.

The screenshot shows the 'INTERNATIONAL' section of the University of Dayton website. On the left is a navigation menu with the following items: Front Porch », UD Daily », Flyers First/Student Accts », College of Arts & Sciences », School of Business », Educ/Health Sciences », Engineering », Graduate School », International », Law School », Faculty », and HR Connections ». The 'International »' link is circled in red. The main content area has a purple header 'INTERNATIONAL'. Below it is an 'Upcoming News' section with the title 'Welcome New Students!' and the text 'Be sure to check this section every week for updated information on International Programs!'. Below that is a 'Health Insurance Verification' section, also circled in red, with the text '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.'



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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.

<p>1. Log into porches.udayton.edu</p> <p>2. Click on 'International' tab, then 'Update emergency contact information'.</p>	<p>The screenshot shows the 'INTERNATIONAL' section of the website. On the left is a navigation menu with the following items: Front Porch », UD Daily », Flyers First/Student Accts », College of Arts & Sciences », School of Business », Educ/Health Sciences », Engineering », Graduate School », International » (circled in red), Law School », Faculty », HR Connections », Faculty/Staff Development », Stander Symposium », and My Porch ». On the right, under the 'INTERNATIONAL' heading, there is an 'Upcoming News' section with the title 'Welcome New Students!' and a message: 'Be sure to check this section every week for updated informat International Programs!'. Below that is a 'Health Insurance Verification' section with a message: '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.' and a green box stating: 'You do not need to complete the health insurance waiver.' with a 'Read More Information' button. At the bottom is an 'Update Emergency Contact & Local Address' section with two links: 'Update local address' and 'Update emergency contact information' (circled in red).</p>
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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
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:

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

Area Code	Phone Number	Extension

Submit Changes Reset