NSIF Processing: UR Department Checklist

The electronic New Student Intake Forms (NSIF) streamlines data collection and document issuance for international students who may be eligible for UR’s immigration sponsorship. Through the URcompass client portal, this tool allows for coordination between the student, their academic program or admitting office, and ISO. This checklist summarizes the steps and options UR Department representatives have in navigating the process.

Systems Access & Required Integration
- If needed, request access to URcompass as a departmental user or update your Contact Information with ISO
- Notify student of their URID and prompt them to initialize their NetID via myIdentity Self Service, in advance
- Configure UR Student record to pass data to ISO and create a record in URcompass for immigration purposes
  - Student Immigration Sponsorship Status should be set to “Prospective ISO Sponsored Student” (code: P)
  - See University IT instructions to create a report that will allow for automated edits via IT Support Ticket
- Confirm student has satisfied all admission/acceptance criteria, to be eligible for F-1 or J-1 sponsorship

Submit the NSIF Department Section via URcompass: www.urcompass.ur.rochester.edu
- Launch the ‘New Student Intake’ tool (navigate via Departmental Services menu)
- Locate student’s ISO record using URID & DOB; If no record exists, confirm UR Student configuration

1. NSIF Department Instructions
   - a. Indicate whether staff/department email should be copied on NSIF notifications to student [optional]
   - b. Enter student’s current email for initial notification (student may update this later, as needed)

2. NSIF Academic Program Information
   - a. Review admissions data passed over from UR Student and flag any errors for additional follow-up
   - b. Select student’s School/Academic Unit from the list
   - c. Enter student’s department or program name, for reference only
   - d. Select simplified academic degree level from the list; If ‘Other’, provide additional designation
   - e. Enter student’s program dates to be listed in SEVIS and on the I-20/DS-2019
     - i. Program Start = Orientation Date, but not earlier than 30 days before classes begin
     - ii. Start of Classes = Date student will begin full-time study for the relevant term
     - iii. Program End = Expected completion date of all degree/program requirements
   - f. Select student’s upcoming academic term (Fall, Spring, Summer) for full-time study in their new program
   - g. Indicate whether the student will participate in a UR English Language Program (ELP)
   - h. Select student’s English proficiency determination (proficient or not proficient)
   - i. Indicate method of determining English proficiency

3. NSIF UR Expenses and Funding Information
   - a. Indicate whether the student is covered by a standard ISO Expense Template
     - i. If YES, select the relevant template (available values are displayed based school/unit)
     - ii. If NO, enter totals for months in the academic year, tuition & fees, and living expenses.
   - b. Indicate whether the student will receive any UR funding support; If YES:
     - i. Enter the total dollar amount (no commas or decimals)
     - ii. Indicate all relevant funding source(s) & specify which option represents the primary source
     - iii. Upload the student’s UR Award Letter or Financial Aid summary [optional; limit size to 30MB]

4. NSIF Department Certification
   - a. Confirm that NSIF submission is complete & accurate; Type name in lieu of signature
   - b. Click ‘Submit’: Department forms will lock for editing & Student will be notified to begin their forms
Overview of NSIF Processing
The electronic NSIF requires sequential involvement from the UR Department, the admitted student, and lastly ISO. If our office determines that information is insufficient or inaccurate, the relevant form(s) will be set to a Draft status and the submitter will be notified to enter new information via URcompass again.

Once all information and documentation are appropriately submitted to ISO, our staff are usually able to issue the I-20 or DS-2019 immigration document within 2 weeks of receipt. The document must then be distributed to the student.

**Under COVID-19 guidance**: The F-1 I-20 may currently be distributed electronically to the student via email. The student must print their form to paper and sign in ink, prior to using the I-20 for a visa interview, travel, or other official purposes. The J-1 DS-2019 must still be distributed by physical paper-copy, with ink signatures from ISO. We will notify the student of document issuance, and coordinate with their UR Department for distribution and shipment.

NSIF Communications & Monitoring
URcompass is configured to include the UR Department on certain update notifications, as the student and ISO work through the process of data collection and issuance of any immigration documents. The NSIF will prompt you to identify a departmental email address for system-driven notifications at various stages. You may enter a personal email, or a shared mailbox within your office. For awareness, a brief summary of the configured communications is provided below.

After the NSIF Department Section is submitted (step 1 above), departmental users are not able to view progress of the NSIF Student Section (step 2) or ISO Review & Processing (step 3). The system is configured to share updates via email. Additionally, the NSIF Department forms cannot be edited without action by ISO to reopen form access. This is to prevent any confusion or discrepancies between notification messaging and what is in the system. If you realize there is an error, we will help determine whether an edit should be made via URcompass or ISO directly. Otherwise, once the student has completed and submitted their forms, ISO will review the record in detail to identify any updates or clarifications needed.

**NSIF Messaging configured to include the UR Department:**
- Initial message for student to complete and submit NSIF Student Section via URcompass, using their NetID
- Notification to department that student initiated their NSIF, including the email address they supplied
- Confirmation of student’s complete NSIF submission, pending further ISO review and processing
- As needed – Request to resubmit certain information, from either UR Department or Student
- As needed – Closure or cancelation of the current NSIF process due to student’s inactivity in excess of 90 days
- Notification that ISO processing is complete, with additional details targeted to student’s SEVIS Category
- Distribution coordination for immigration document(s), depending on US requirements (electronic vs. paper)

ISO has tried to balance the volume of email notifications against substantive changes in a student’s status through the NSIF process. However, the system requires a departmental email address in order to deliver the appropriate messages to any recipients. For departments concerned about the volume of emails they might receive, ISO recommends setting up a dedicated folder in your email application to sort and save NSIF messages. You may also use an email rule take this action automatically. All system-driven messages for this process will include “(NSIF Status)” in the subject line.

Contact & Additional Questions
For inquiries or concerns about the New Student Intake Forms and processing of I-20 or DS-2019 documents, please contact our team at admitquestions@iso.rochester.edu. Additional resources can also be found on our dedicated website offering UR Department Resources for URcompass: http://iso.rochester.edu/urcompass/departments.html.