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## NSIF Processing: UR Department Checklist

The electronic [New Student Intake Forms \(NSIF\)](#) are used to gather information directly from academic departments and international students regarding eligibility and need for immigration sponsorship. Through ISO's [URcompass Client Portal](#), UR Department representatives will initiate this review for admitted or returning students and can monitor movement through various stages of the process online. The tool also streamlines required data collection and communications. *Note:* Please use the Visiting New Student Intake Forms (VNSIF) for students admitted through the [Global Visitor Program](#).

### Overview of NSIF Processing



The NSIF requires sequential involvement from the UR Department, the student, and lastly ISO to process each request. ISO staff will perform a thorough review of the full NSIF within 2 weeks of a student's submission. During processing, forms cannot be edited unless ISO unlocks that section to allow for additional information or updates (*please contact us ([admitquestions@iso.rochester.edu](mailto:admitquestions@iso.rochester.edu)) if you need to make an adjustment while the forms are locked*). When a UR immigration document is requested, the I-20 or DS-2019 will be issued according to this evaluation and distributed to the student electronically. Subsequent changes can be requested through URcompass, if a student will not attend as scheduled or other adjustments are needed.

### NSIF Communications & Monitoring

For shared awareness, the NSIF is configured to include the UR Department on most notifications throughout the data collection and issuance of any requested documents. With each submission, department representatives are prompted to identify an appropriate email for system-driven messages. ISO typically recommends using a shared mailbox within the admitting office or department, but an individual email account is acceptable as well.

Students and departmental users may monitor the status of the NSIF via URcompass, as well. A short description of the current processing stage will be displayed above the menu of available forms, including relevant actions and applicable timeframes. Depending on individual circumstances, the NSIF follows this general progression:

- *Department Submission* → Invites the student to access and complete their NSIF
- *Student Submission* → Notifies ISO of each submission and prompts staff assignment
- *ISO Initial Review* → Thorough evaluation of Department & Student sections (2 weeks)
- *Pending Additional Information* → Review is paused until needed edits or other action is taken
- *Awaiting SEVIS Transfer Release* → Holding area for SEVIS records that cannot be accessed yet
- *ISO Processing* → Final coordination to issue and distribute documents (1-2 business days)
- *Document Issued* → When appropriate, the UR immigration document is issued and distributed
- *Change Requested (optional)* → Requested action to update or replace the I-20 or DS-2019

### 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](mailto: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>.

# NSIF Processing: UR Department Checklist (continued)

## URcompass Access & Required Systems Integration

ISO's [URcompass client portal](#) is secured through NetID and Duo two-factor authentication, and users must be recognized as a client or department user within our database. For staff, access permissions and personal contact information are managed by logging in to the portal. For students, access is configured within their ISO client record, which is routinely populated through a feed from UR Student. Two standard integrations must be in place before they can access our portal:

- Student has received their URID, initialized their NetID via myIdentity Self Service, and enrolled for Duo security
- UR Student is configured to pass data to ISO's database via 'Student Immigration Sponsorship Status' (P, I, etc.)
  - For matriculating international students (no US Citz/PR), UR Student will code the new Program of Study for prospective ISO sponsorship or will match it to a previous code, if any (see International | 'Immigration Info')
  - Allow 2-3 business days to complete sequential account setup on new records: UR Student > Spon. code > ISO
  - For manual entry on nonmatriculated student records, please email ISO with URID(s)/context for assistance: ([admitquestions@iso.rochester.edu](mailto:admitquestions@iso.rochester.edu))

## Submitting the 'NSIF Department Section'

- Login to URcompass as an approved Departmental user: <https://urcompass.ur.rochester.edu/>
- Navigate via Departmental Services menu & Launch the 'New Student Intake' tool
- Locate student's ISO record using URID & DOB; If no record exists, verify UR Student configuration
- Complete required forms (final submission is not permitted until all forms are completed)

### 01 NSIF Department Instructions – required

- Enter email contact details both for department & student to receive required NSIF notifications

### 02 NSIF Academic Program Information – required

- Identify general affiliations for UR academic unit and educational level
- Validate/Correct the current Program of Study & primary Major Code passed from UR Student
- Summarize student's scheduled participation in any UR activities prior to full-time enrollment
- Enter the term and program dates aligned with student's arrival & full-time study in this program
  - Start of Classes, for the scheduled academic term & aligned with student's arrival/enrollment
  - Program End, for the expected term of completion (through grading period/commencement)
  - Program Start, for required in-person activities up to 30 days prior to Start of Classes
- Indicate matriculation type and related English proficiency determination

### 03 NSIF UR Expenses and Funding Information – required

- Provide appropriate expense estimates, either by standard template or confirmed custom estimates
- Indicate any UR financial support, including a rank-order of all UR funding source(s) by annual amount
- If available, upload a copy of the UR Award Letter or Financial Aid Summary for ISO records

### 04 NSIF Department Certification – required

- Confirm thoroughness and accuracy; Submission will trigger student notification and prevent editing

### 05 NSIF Cancellation Notice – optional (if student is not attending within the academic year)

- Indicate whether student will no longer attend or plans to attend in a future academic year

### 06 NSIF Adjusted Arrival Information – optional (if student is delayed or deferred within the academic year)

- Indicate whether new program dates are needed for the same academic year
- Provide adjusted Program Dates (current SEVIS dates will display for comparison)
- List any change for estimated expenses or UR funding, if student will defer to a later term
- If available, include any imminent travel considerations for ISO review