
New Student Intake Forms (NSIF)

2024 Departmental Training

February 21, 2024

International Services Office | admitquestions@iso.rochester.edu

Agenda

- Purpose of the New Student Intake Forms (NSIF)
- Initiating the NSIF/Completing the NSIF Department Section
- Common Issues, Cancellations, & Delayed Arrivals
- 2024 Updates
- Q & A

UR Immigration Sponsorship

- Immigration document from UR's ISO is required for any student seeking UR immigration sponsorship for full-time study
- UR-sponsored visa categories available for full-time study:
F-1 Student & J-1 Exchange Visitor
- New Student Intake Forms (NSIF) process used to request Certificate of Eligibility (F-1 I-20 or J-1 DS-2019)
- Third-party sponsored students should also complete NSIF (especially US-sponsored – Fulbright, USAID, etc.)

NSIF Process

1. **School/department** initiates NSIF by submitting NSIF Department Section
2. **Student** submits NSIF Student Section to request immigration document (or provides information about non-UR sponsorship for study at UR)
 - Student resources online: <https://iso.rochester.edu/study/incoming/index.html>
3. **ISO** reviews completed NSIF and issues immigration document, as needed *provided required information & documentation has been submitted*
 - Standard processing *2 weeks*
 - Immigration document is distributed electronically as PDF attachment in email

URcompass – ISO's Client Portal

UNIVERSITY OF ROCHESTER

URcompass

Welcome to ISO's Client Portal Login Page

The University of Rochester's International Services Office (ISO) is pleased to offer this user platform to better communicate and collaborate with our international students, scholars, and employees, and their hosting UR departments. Development of these tools will continue to evolve, with changing immigration requirements and institutional priorities. Please see the online services available below.

Current Students, Faculty, or Staff

Secure access for international students, scholars, and employees who have valid UR network credentials. The link below will prompt you to login with your UR NetID and activated password.

[Login](#)

*A Network ID and password are required.

- URcompass to manage NSIF process
- <https://urcompass.ur.rochester.edu/>

Accessing URcompass

The screenshot shows the URcompass login interface. At the top left is the University of Rochester logo. A navigation bar contains links for About Us, Academics, Admissions, Arts, Athletics, Libraries, Medicine, and Student. The main content area is titled 'urcompass' and features a login form with fields for Username and Password, and a Login button. A sidebar on the left provides links for NetID Info, Acceptable Use Policy, and Need Help? (with phone and email contact info). The footer includes links for Parents, Alumni, Visitors, Community, Text, Calendar, Directory, A to Z, and Contact, along with an EMERGENCY INFO section and a copyright notice for the University of Rochester (1996-2012).

- URcompass to manage NSIF process
- <https://urcompass.ur.rochester.edu/>
- **UR NetID to authenticate**

Navigating URcompass

UNIVERSITY OF ROCHESTER

URcompass Yelena Ovcharov ▾

Launch Application
Departmental Services
F-1 & J-1 Student Services
International Office
Orientation

sunapsis®: International Office Module Launch Page

©2005 Indiana University and Jason Baumgartner

The sunapsis: International Office Module application suite is the administrative tool used for management of international student and scholar populations.

The University IT Policy Office has established a Policy on Access to Institutional Data. Users will be expected to access institutional data only in their conduct of university business, to respect the confidentiality and privacy of individuals whose records they may access, to observe any ethical restrictions that apply to the data to which they have access, and to abide by applicable laws or policies with respect to access, use, or disclosure of information.

[Download the Windows launcher 1.0.2 for sunapsis®: International Office Module](#)

[Download the Mac launcher 1.0.2 for sunapsis®: International Office Module](#)

- URcompass to manage NSIF process
- <https://urcompass.ur.rochester.edu/>
- UR NetID to authenticate
- Departmental Services

New Student Intake in URcompass

Yelena Ovcharov ▾

Departmental Services

Lists

- My Current Cases
- My Closed Cases
- My Department's Current Cases
- My Department's Employees & Scholars

Tasks

- Update Your Information
- New Student Intake**

- URcompass to manage NSIF process
- <https://urcompass.ur.rochester.edu/>
- **UR NetID to authenticate**
- **Departmental Services**
- **Select “New Student Intake” to initiate a new NSIF**

Initiating an NSIF in URcompass

Yelena Ovcharov ▾

Lookup International Record

Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.

(*) *Information Required*

University ID*

Date of Birth*

Find Record

- URcompass to manage NSIF process
- <https://urcompass.ur.rochester.edu/>
- **UR NetID to authenticate**
- **Departmental Services**
- **Select “New Student Intake” to initiate a new NSIF**
- **Find student with URID & DOB**

NSIF Department Section Forms

Required: NSIF Department Section

- REQUIRED
[01 NSIF Department Instructions](#)
- REQUIRED
[02 NSIF Academic Program Information](#)
- REQUIRED
[03 NSIF UR Expenses and Funding Information](#)
- REQUIRED
[04 NSIF Department Certification](#)

Optional: If NOT attending for 2024-2025

- OPTIONAL
[05 NSIF Cancellation Notice](#)

Optional: If delayed or deferred for 2024-2025 (after Document Issued ONLY)

- OPTIONAL
[06 NSIF Adjusted Arrival Information](#)

NSIF Department Section, Form 1: Departmental Instructions

01 NSIF Department Instructions

[MAIN PAGE](#) | [TEMP731651](#) | [LENA TEST TEST LENA](#)

(* Information Required)

The [New Student Intake Forms \(NSIF\)](#) are used to gather information from both academic departments and international students to review their eligibility and need for immigration sponsorship. When appropriate, this information will be used to issue an immigration document for study at the University of Rochester. The **NSIF Department Section** asks for details about a student's academic program and any UR funding.

To begin, please provide contact information needed to manage all NSIF communications. The departmental email address may be a shared office account (recommended) or an individual user.

UR Department Contact

CLIENT RECORD: LENA TEST TEST LENA | TEMP731651

Staff or Department Email, for NSIF notifications:*

Student Contact

Do *NOT* list a UR email address unless the student is already actively monitoring and prefers that account. ISO collects campus contact information directly from UR Student.

Student Email, for NSIF notifications:*

Coordination with ISO

I understand that I will receive updates during the NSIF process and must inform ISO of admission decision changes. *

Save Defaults

Submit

Staff Email

Saves to student record as contact for NSIF processing communications

Consider using a shared office email for continuity & support!

Student Email

Notification to access NSIF via URcompass

NSIF Department Section, Form 2: Academic Program Information

02 NSIF Academic Program Information

[MAIN PAGE](#) | [TEMP731651](#) | [LENA TEST TEST LENA](#)

(*) Information Required

UR Program Information

Use this section to identify general academic details and to review admissions data collected from UR Student. If the displayed Program of Study and Major Code are not accurate, please provide corrected information for ISO reference (validation of the UR Student record is also recommended in this case).

CLIENT RECORD: LENA TEST TEST LENA | TEMP731651

School or Academic Unit*

Education Level*

UR Student - Program of Study (display only)

UR Student - Primary Major Code (display only)

Do these UR Student fields accurately reflect the student's program of study?*

Yes No

- School/Academic Unit
- Education Level
 - **Note for Non-Matriculated students: select level of study at UR, NOT at home institution! i.e. "Other"**
- Review UR Student Program of Study & Major Code
 - If not accurate, please provide admitted program details (more commonly inaccurate for readmitted students)

NSIF Department Section, Form 2: Academic Program Information

Will this student participate in any scheduled UR activities prior to their full-time enrollment?*

Yes No

Please indicate the nature of those scheduled activities:*

Orientation event(s) Research Bridge Course

Training seminar(s) Other

If 'Other', please describe

Are these activities required or optional?*

Required Optional Both

Will these activities be registered in the UR Student record?*

Yes No Both

Will the registration count toward the Program of Study?*

Yes No Uncertain

Will these activities be offered in-person or online?*

In-person Online Both

Additional context or detail, as needed

Will this student participate in any scheduled UR activities prior to their full-time enrollment?

ISO will evaluate options for immigration sponsorship to accommodate individual circumstances for students.

Example: An optional, online, nonmatriculated Bridge Course has different implications for an Initial student abroad versus SEVIS Transfer student participating from within the US.

NSIF Department Section, Form 2: Academic Program Information

Program Dates for I-20 or DS-2019
Term for upcoming full-time enrollment in this program*

Please indicate the exact **Start of Classes** for the scheduled academic term and the **Program End Date** for the expected term of completion. To accommodate travel for required in-person activities prior to the academic term, you may also indicate the earlier **Program Start Date** (no more than 30 days in advance).

Start of Classes*

Program End Date*

Will this student arrive early to attend required in-person activities prior to the Start of Classes (orientation, etc.)?*

Program Start Date*

Reminder: Students are eligible to enter the US during a grace period up to 30 days before the earliest start date listed on their I-20 or DS-2019.

Term (Summer 2024, Fall 2024, or Spring 2025)

Ensure this aligns with UR Student and that the student is enrolled full-time in this term!!

Start of Classes = Formal Start of Term

* Full-time term registration will be required*

Program End Date = Formal Term Date

- * Summer/Fall Term: Last Day of Final Exam Period
- * Spring Term: Day of Commencement

Program Start Date = Required, in-person activities

* Can be no earlier than 30 days prior to start of classes

NSIF Department Section, Form 2: Academic Program Information

English Proficiency

Program Type*

English Proficiency Determination*

Department Confirmation

Department certification: This student has met all requirements for admission to the program of study identified above *

Comments for ISO (if any)

Save Defaults **Submit**

- Matriculated
- Nonmatriculated
- English Language Program (ELP)

English Proficiency Determination*

Student is proficient according to admissions criteria

Method of determining English Proficiency*

Standardized English Test Alternative English assessment Interview

Waived (native speaker or previous study etc.)

NSIF Department Section, Form 3: UR Expenses and Funding Information

03 NSIF UR Expenses and Funding Information

[MAIN PAGE](#) | [TEMP731651](#) | [LENA TEST TEST LENA](#)

(*) *Information Required*

Follow the prompts to select the appropriate template title among our [ISO Expense Templates for NSIF](#). If the menu options do not apply to this student, the form will also allow for customized expense estimates. These may be entered manually based on the reference list linked above or upon confirmation with ISO prior to submitting this form.

Estimated Expense Information

CLIENT RECORD: LENA TEST TEST LENA | TEMP731651

Does a standard ISO Expense Template apply to this student?*

Yes No

UR Financial Support

Will this student receive UR financial support?*

Yes No

Comments for ISO (if any)

Save Defaults

Submit

1. Select the official ISO Expense Template (from a list) that aligns with the estimated expenses for the admitted student's program
2. Provide UR financial support details, if any

NSIF Department Section, Form 3: UR Expenses and Funding Information

ISO Expense Templates for NSIF (Reference Only)

Use the UR Academic Unit menu to display ISO Expense Templates calculated for international students in those programs. This tool is provided for reference only when selecting an appropriate template within the New Student Intake Forms (NSIF). There is no functional configuration between these two resources.

If you are currently in the process of entering UR Department details for an incoming student, please close this tab when you are done and return to your NSIF window.

UR Academic Unit

Warner School of Education

Warner School of Education

Template Title	Mos. per Yr	Tuition Total	Living Total	Grand Total
Grad 18	9	33866	15530	\$49396
Grad 24	9	43886	15530	\$59416

Continuation of Enrollment - Graduate Programs

Template Title	Mos. per Yr	Tuition Total	Living Total	Grand Total
999 Term	4	2728	6320	\$9048
999 Year	9	5946	14220	\$20166

DO NOT SUBMIT this form! This tool is for REFERENCE ONLY. Please close this window and return to the NSIF or other function in *URcompass*, as needed.

If an established ISO Expense Template does not apply to an individual student, please contact admitquestions@iso.rochester.edu in advance of working on Form 3 to confirm custom calculations with ISO!

Does a standard ISO Expense Template apply to this student?*

Yes No

Has ISO tabulated or confirmed the intended expense figures?*

Yes No

Enter ESTIMATED AVERAGE COSTS for one academic year.

NOTE: If you already selected a standard ISO Expense Template from the menu above, the system would retain those amounts regardless of what you provide in this section. As needed, please hit 'Cancel' below and return to this form from the main NSIF menu to select a customized estimate without that error.

Academic Term Length (in months)*

Tuition and Fees*

0

Living Expenses*

0

TOTAL

0

Template Title	Population	Cred / Yr	Length (mos.)	Mos / Year	Tuition	Health Fee	Health Ins.	Int'l Fee	Activity Fee	Other Fees	Total Tuition	Room Board
----------------	------------	-----------	---------------	------------	---------	------------	-------------	-----------	--------------	------------	---------------	------------

Detailed breakdown of tuition and living expenses will be shared via email after today's training, when we are ready to start receiving NSIFs for the 24-25 cycle!

NSIF Department Section, Form 3: UR Expenses and Funding Information

UR Financial Support
 Will this student receive UR financial support?*

Yes No

Please rank-order all UR funding source(s) by annual dollar amounts below. Use WHOLE numbers, without decimal places or special characters.

Primary UR Funding Source

Primary Funding Total*

Primary Funding Type*

Secondary UR Funding Source*

Include 2nd UR funding source Not Applicable

Tertiary UR Funding Source*

Include 3rd UR funding source Not Applicable

Additional UR Funding Source(s)*

Include remaining UR funding

TOTAL Annual UR Funding

Select File to upload UR Award Letter or Financial Aid Summary (if available)

[Select File](#)

- Determine type(s) of funding source(s) (Scholarship, Assistantship, Stipend, etc.).
- Rank-order from LARGEST funding source (i.e. PRIMARY) to smallest funding source, all UR funding source(s) by annual dollar amounts.
- Use official numbers from ISO Expense Template in calculating amounts, if the same type of funding source covers multiple estimated expenses.

Template Title	Population	Cred / Yr	Length (mos.)	Mos / Year	Tuition	Health Fee	Health Ins.	Int'l Fee	Activity Fee	Other Fees	Total Tuition	Room & Board	Pers.	Books	Total Living	Grand Total
----------------	------------	-----------	---------------	------------	---------	------------	-------------	-----------	--------------	------------	---------------	--------------	-------	-------	--------------	-------------

- A copy of the UR Award Letter or Financial Aid Summary is requested/helpful.

NSIF Department Section, Form 4: Departmental Certification

04 NSIF Department Certification

[MAIN PAGE](#) | [8000017](#) | [TEST SEVENTEEN SUNAPSIS TEST RECORD](#)

(*) *Information Required*

Upon submission of this form, an email invitation will be generated for the student to complete their portion of the New Student Intake Forms. They will need their activated NetID to access *URcompass*. **Your UR Department email will be copied on update requests and notifications as the student navigates this process.** Case status can also be monitored within the NSIF.

Please notify ISO immediately if the student 1) will not be attending UR during 2022-2023 so ISO can cancel the NSIF request, or 2) needs adjusted program dates within the academic year.

CLIENT RECORD: TEST SEVENTEEN SUNAPSIS TEST RECORD | 8000017

I have reviewed my submission for thoroughness and accuracy. *

I understand that I must notify ISO immediately of any deferral, withdrawal, or other change to planned enrollment. *

Save Defaults

Submit

Upon NSIF Department Section submission...

Forms are approved and locked

Edits require coordination with ISO

NSIF invitation sent to Student

Email Notification includes Program Dates & UR Funding

Communications & Monitoring

Monitor Case Status via URcompass

Monitoring Case Status via URcompass

Departmental Services

Lists

[My Current Cases](#)

[My Closed Cases](#)

Departmental Services: My Current Cases

My Current Cases

Show 10 entries

Name	University ID	Application	Status	Start Date	Last Updated On	Last Updated By
TEST LENA, LENA TEST	TEMP 31651	New Student Intake	Started	03/07/2023	03/07/2023	Yelena Ovcharov

New Student Intake

[View/Save/Print E-Form Group](#)

NSIF Assigned for ISO Initial Review

The NSIF has been assigned to an ISO advisor for a thorough review to determine necessary SEVIS processing. Please allow 2 weeks for this review from the time of submission of the NSIF Student Section. We will reach out directly if any additional information is needed. Additional time beyond standard processing may be needed if further information or documentation is needed. Some delayed coordination may be necessary for individuals who already have a valid SEVIS record. If expedited processing is necessary due to a very imminent program start date, please contact the ISO Admissions inbox. You and your student will be notified when the ISO review is completed.

If at any point you determine that the student will no longer attend within the upcoming academic year, please notify ISO using the NSIF Cancellation Notice form below to cancel this NSIF.

Required: NSIF Department Section

✓ APPROVED
[01 NSIF Department Instructions](#)

✓ APPROVED
[02 NSIF Academic Program Information](#)

Common NSIF Processing Stages:

- Department Initiation / Submission
- Student Initiation / Submission
- ISO Initial Review & Verification
- Pending Additional Information
- Awaiting SEVIS Transfer Release
- ISO Final Processing & Distribution
- UR Immigration Document Issued
- Change Requested to Document(s)

NSIF Deferrals & Cancellations

Notify ISO if the student will be delayed in their arrival or are no longer expected to attend UR!

New Student Intake

[View/Save/Print E-Form Group](#)

Required: NSIF Department Section —


- REQUIRED**
[01 NSIF Department Instructions](#)
- REQUIRED**
[02 NSIF Academic Program Information](#)
- REQUIRED**
[03 NSIF UR Expenses and Funding Information](#)
- REQUIRED**
[04 NSIF Department Certification](#)

Optional: If NOT attending for 2024-2025

- OPTIONAL**
[05 NSIF Cancellation Notice](#)

Optional: If delayed or deferred for 2024-2025 (after Document Issued ONLY)

- OPTIONAL**
[06 NSIF Adjusted Arrival Information](#)



Submit NSIF Cancellation Notice...

If the student will no longer arrive to enroll in 2024-2025

Submit Adjusted Arrival Information...

If the student will arrive to enroll in 2024-2025 later than originally requested/ as issued on most recent I-20 or DS-2019

Common Issue #1

You can't access URcompass in order to initiate an NSIF

URcompass

Request Account

We did not find an existing account in our system matching the login name you entered.

- If you are an international student, scholar, or employee, please select "Client" below.
- If you are a departmental staff member responsible for filing requests pertaining to an international client's immigration status, please select "Department" below.
- If you work for your organization's international services office, please contact your sunapsis system administrator and have them make sure your sunapsis account is set up properly.

(*) *Information Required*

Please select the type of user to log in as: *

Client Department

[Request Account](#)

Secure Online Session

URcompass

--- Departmental Access Request Form ---

Complete this form to gain access to various e-form requests for university departments to request of the international office. These include applications and renewals for H-1B employees, J-1 scholars, and permanent residency petitions.

(*) *Information Required*

Your Network ID

Your Full Name*

Your University E-mail*

Campus*

Department*

Campus Phone Number

Street

City

State

Zip Code

I confirm that I am an administrator for the given department who is authorized by the department to take actions on its behalf. *

[Request Access](#)

You will receive an email when access is granted.

Common Issue #2

You can't find student in URcompass to initiate NSIF (when searching by URID & DOB)

Data from UR Student must create/populate an immigration record in ISO's system

Bio-Demographic Information Immigration Information

Edit

Citizenship Status Citizen (China)

Turn on the new tables view

Student Immigration Sponsorship Status 1 item

Academic Record	Student Immigration Sponsorship Status	Description
ergadust: () - 01/11/2021 - Active	P	Prospective ISO Sponsored Student

System Automation

- Tied to an Active Program of Study
- IF Student is not US citizen or resident
- IF Program of Study is matriculated
- 'Student Immigration Sponsorship Status' in UR Student properly coded [P = Prospective ISO Sponsored Student]
- Notify ISO of unexpected issues, or to request manual entry for nonmatriculated students

**Please allow 2-3 business days to complete sequential account setup on new records:
UR Student record creation → Sponsorship Code → ISO record creation → URcompass**

Common Issue #3

Student can't access URcompass in order to access NSIF Student Section

- Student must initialize their NetID via myIdentity Self Service & enroll in Duo first
- Ensure student has received instruction for URID and Duo setup before you initiate the NSIF/before you submit the NSIF Department Section
- Contact University IT for issues with NetID and/or Duo setup

Next Steps, after NSIF processed by ISO

- Visa appointment can be scheduled using SEVIS ID on I-20/DS-2019
- Most students may arrive up to 30 days prior to program start date (some exceptions exist, based on SEVIS category)
- Student will be invited to complete Immigration Check-In in URcompass (to be completed upon arrival to the US/Rochester)
- Upon SEVIS activation (as needed), NSIF will be closed by ISO

Updates for 2024

- URcompass “system patch” purchased to prevent departments from inadvertently saving a financial template as a default that may be problematic for future NSIFs that require a different template
- Visiting New Student Intake Forms (VNSIF) should be used instead, for students admitted through Global Visitor Program (GVP)
 - Very similar, but offers more intuitive data collection for visiting students!
 - More information to departments will be offered as part of GVP process
 - Other non-matriculated programs should still use standard NSIF, for now

Presentation recording will be posted online:

iso.rochester.edu/urcompass/departments.html

Please do not begin initiating NSIFs for 24-25 until you are notified by email that the forms are live for your school!

Questions?
