



Due to **new Department of State regulations**, all J-1 Work and Travel program participants must stay in contact with their program sponsor on a monthly basis while on their programs. This means that you will have to check-in with CCI at least once every 30 days while you are participating on your program.

When Do I Start?

Your first Check-In will be required by August 14. After you check in, you have 30 days until the next time you have to check in, unless you move. To make this easier for you, CCI has provided a **Check-In tool**, located in your CCI Online Account, to help you with this. Also, CCI will send you a reminder email about a week before your deadline.

How Do I Check –In with CCI?

- 1) Log into your CCI Online account at www.ccisevis.com:

Login

Welcome to CCI's Online Application. Please login below to access your information.

User Name:

Password:

User name and password are cAsE sensitive.

Login

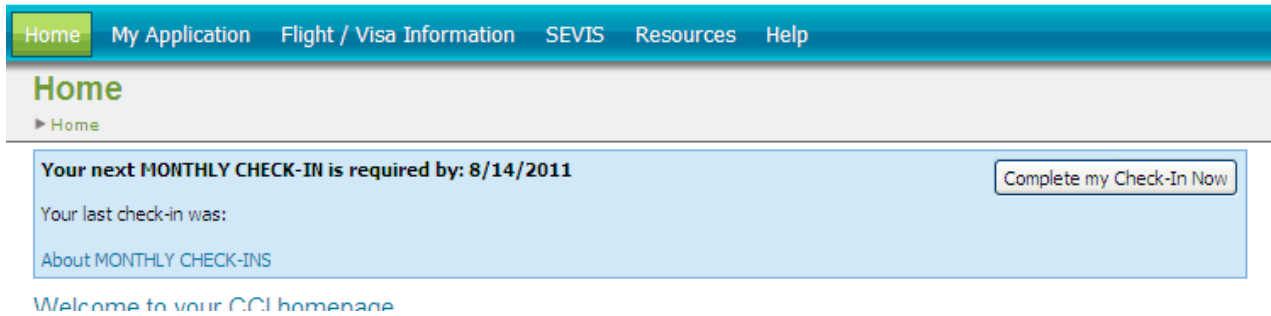
[Not Registered? Click here to learn more about CCI's programs.](#) [Forgot Password](#)

If you do not remember your password, you can request a login reset using the “Forgot Password” link. If you also cannot remember your Username, email support@cci-exchange.org for assistance.

- 2) Once you have logged into your account, check your **SEVIS Status** to make sure you are “**Active**”. If not, you must first validate your program in SEVIS. Go to the SEVIS page of your account to report your complete and correct address information.

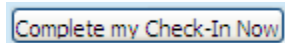
Please note that you must submit your SEVIS address information to CCI within 7 days after your program start date – if you are not in the United State within 7 days of your program start date, contact CCI via your sending agency.

3) If you are Active in SEVIS, you will see a notification like this one on your homepage:

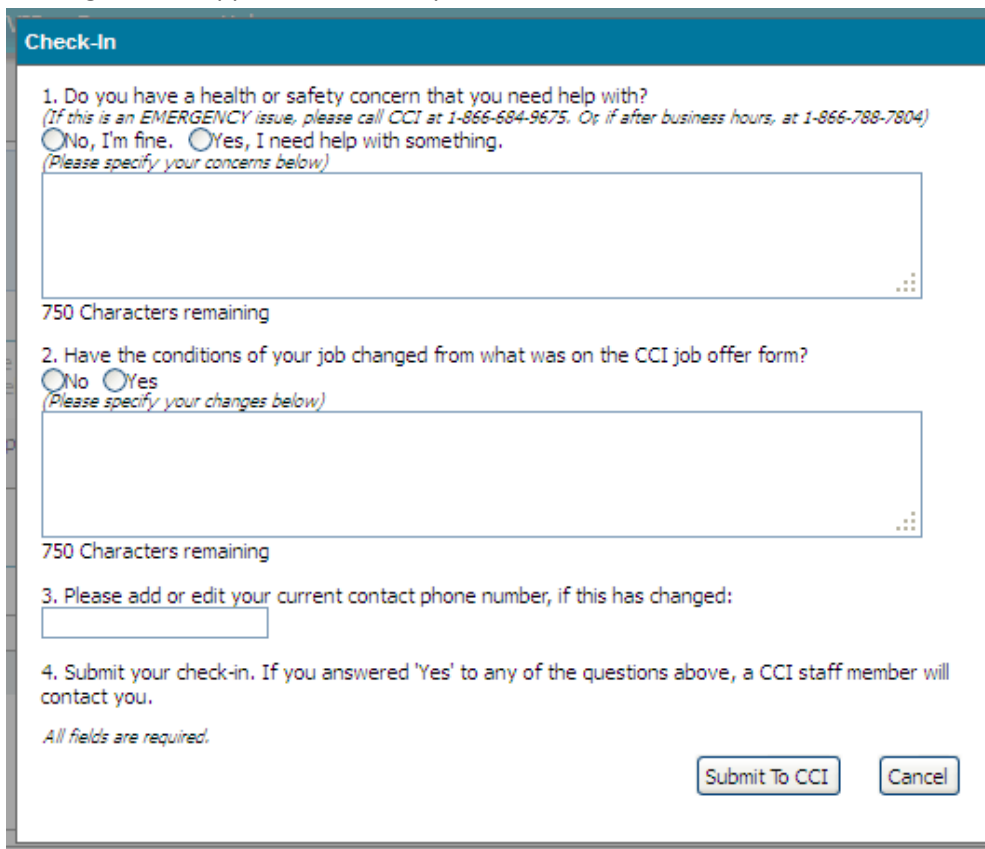


This notification banner will tell you when your **next Monthly Check-In is due** by, and on what date you made your last check-in.

4) **Click on the “Complete my Check-In Now” button**, on the right side of the notification.



5) A dialog box will appear with a few questions:



Check-In

1. Do you have a health or safety concern that you need help with?
(If this is an EMERGENCY issue, please call CCI at 1-866-684-9675. Or, if after business hours, at 1-866-788-7804)
 No, I'm fine. Yes, I need help with something.
(Please specify your concerns below)

750 Characters remaining

2. Have the conditions of your job changed from what was on the CCI job offer form?
 No Yes
(Please specify your changes below)

750 Characters remaining

3. Please add or edit your current contact phone number, if this has changed:

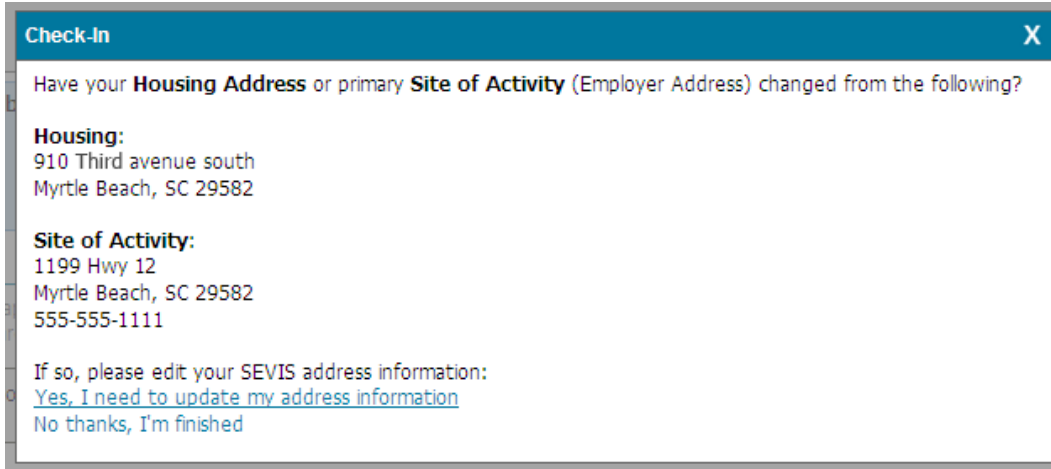
4. Submit your check-in. If you answered 'Yes' to any of the questions above, a CCI staff member will contact you.
All fields are required.

6) **Answer the questions** – if you answer “**Yes**” to any of the questions, please add details in the text box below. (Note that the questions listed here or the appearance of the dialog box may change in the near future.)

7) Once finished, click the “**Submit to CCI**” button.



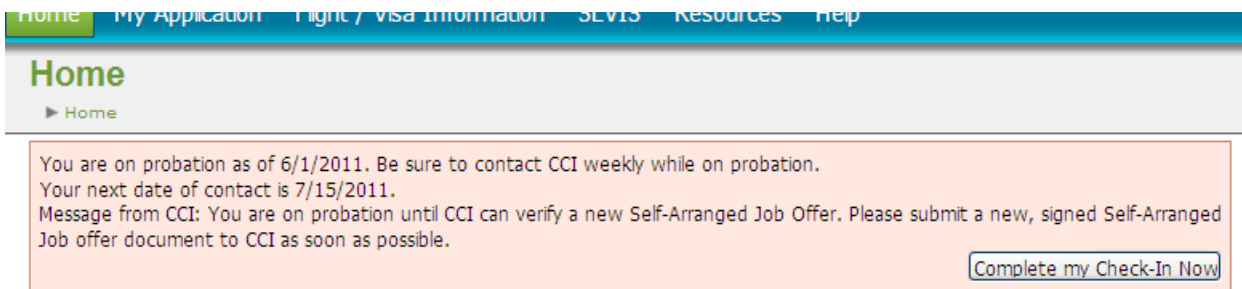
- 8) Another dialog box will appear showing your **current SEVIS address information**. If any of this has changed, click the **“Yes, I need to update my address information”** button to go to your SEVIS page to edit it. If you don’t need to make any changes, click the **“No thanks, I’m finished”** button.



- 9) Once you have finished, your new Check-In deadline will be updated in our database. If you refresh your Home page, you will see your new Check-In deadline.

What if I am “On Probation” with CCI?

If you are on probation with CCI for any reason (examples: program rule violation, CCI needs to verify a new Job Offer), you must check-in with CCI **every 7 days**, rather than every 30 days. In this case, you can still check-in through your account, but your notification form will look different:



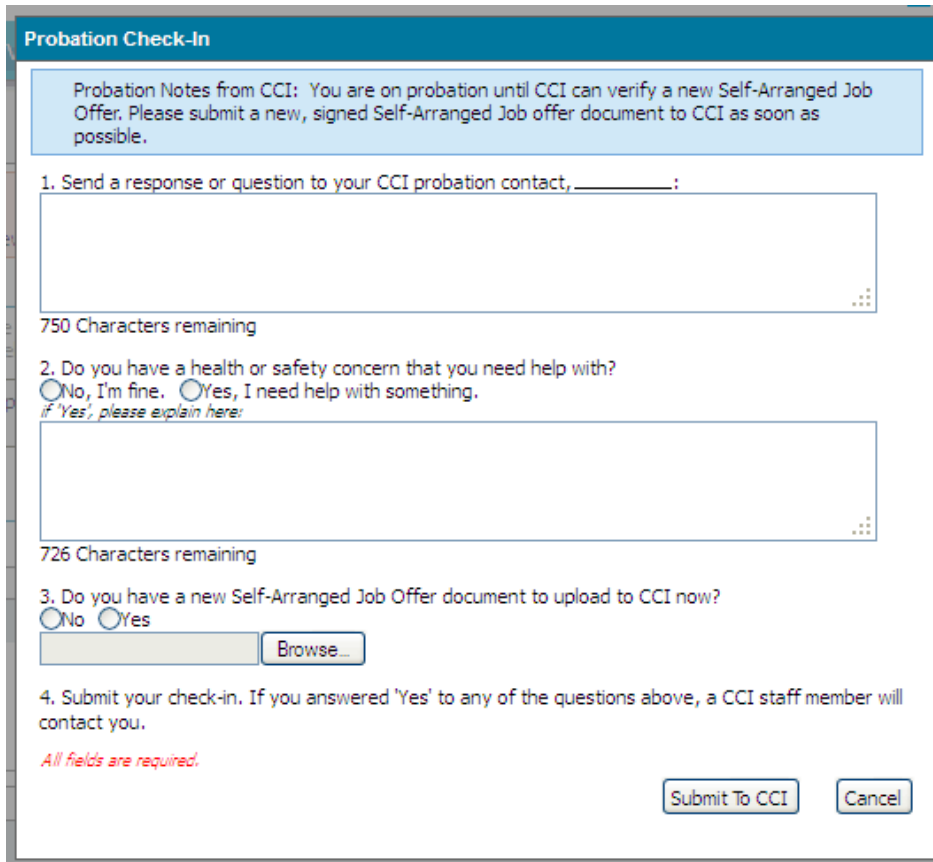
Welcome to your CCI homepage

Your next deadline for **probation check-in** will show in the notification box.

To complete a probation Check-In:

- 1) Click on the **“Complete my Check-In Now”** button.

2) A dialog box will appear with a few questions:



Probation Check-In

Probation Notes from CCI: You are on probation until CCI can verify a new Self-Arranged Job Offer. Please submit a new, signed Self-Arranged Job offer document to CCI as soon as possible.

1. Send a response or question to your CCI probation contact, _____:

750 Characters remaining

2. Do you have a health or safety concern that you need help with?
 No, I'm fine. Yes, I need help with something.
if 'Yes', please explain here:

726 Characters remaining

3. Do you have a new Self-Arranged Job Offer document to upload to CCI now?
 No Yes

4. Submit your check-in. If you answered 'Yes' to any of the questions above, a CCI staff member will contact you.

All fields are required.

- 3) You can **send a response or question** to your CCI probation contact, and then **answer the remaining questions**. If you answer “Yes” to question 2, please provide details in the text box below. If you answer “Yes” to question 3, please select your document to upload.
- 4) Once finished, click the “**Submit To CCI**” button.
(NOTE: If you are uploading a document, this may take a minute to complete –wait until the dialog box refreshes before exiting or clicking away from the page.)
- 5) Another dialog box will appear showing your **current SEVIS address information**. **If any of this has changed**, click the “**Yes, I need to update my address information**” button to go to your SEVIS page to edit it. If you don’t



need to make any changes, click the “[No thanks, I’m finished](#)” button.

Probation Check-In X

Have your **Housing Address** or primary **Site of Activity** (Employer Address) changed from the following?

Housing:
910 Third avenue south
Myrtle Beach, SC 29582

Site of Activity:
1199 Hwy 12
Myrtle Beach, SC 29582
555-555-1111

If so, please edit your SEVIS address information:
[Yes, I need to update my address information](#)
[No thanks, I'm finished](#)

- 6) Once you have finished, your new Check-In deadline will be updated in our database. If you refresh your Home page, you will see you new Probation Check-In deadline.