

Check-In to International Student Services

After you arrive at LLU you will be required to physically check in with International Student and Scholar Services Office (ISSS). Upon check-in, we will need to make copies of your I-20, passport, and F-1 visa to verify you have entered the U.S. on F-1 status. Upon your check in we will be able to remove the “International Student Hold” as well as help you clear the “Background Check Hold” if you have not already done so.

We will not be able to clear either hold until AFTER you check-in with our office. If you would like to complete registration before late registration fee begins, please plan on arriving at LLU at least one to two weeks before your program begins.

There are NO exceptions to removing these holds before you arrive and check-in with our office so please make your travel plans according. Dates for registration without and with the late registration fee are listed on your LLU Student Registration Portal.

Registration Steps

1. Login to your registration portal on the Student Services website <http://www.llu.edu/ssweb/> using your PIN and Student ID number provided by the Records Office. You may have already received this information in your acceptance package. For assistance with your PIN, please contact University Records at registrar@llu.edu or 909.558.4508.
2. View and clear holds on your registration portal. Each hold has specific instructions on how to clear the hold and which department you will need to contact and/or visit to obtain clearance.
3. After all holds are cleared, you may sign up for classes. Some programs have course-blocks that are only open to program students while some programs have open-enrollment courses that are not restricted to program students.
4. Obtain financial clearance either in person at Student Finance Office or online through the registration portal.
5. Please note there deadlines for completing registration. These deadlines are listed on your registration portal. Failure to complete registration before these deadlines could result in a late registration fee and/or being unable to register for your quarter/term. Please plan ahead and give yourself ample time to complete the registration process.

What is an “International Student” Registration Hold?

As an international student you will need to register for a full-time course load (undergraduate-level study – 12 units; graduate-level study – 8 units) to maintain your active F-1 immigration status. Regulations require that you register full-time for 3 consecutive quarters before you can take a one-quarter “break” (which means you do not have to register for any units or if you do you do not have to have a full-time course load). There are a number of reasons for this hold:

- 1) **First Term** – You are a new international student (in your first quarter) and must **physically check in** to the International Student & Scholar Services Office (ISSS). Please bring your passport and I-20; if you have F-2 dependents, please bring their immigration documents as well.

- 2) **Must be Full-Time** – When you register for less than a full-time load, there must be special circumstances (for example, an illness), which require ISSS advising and approval prior to registering.
- 3) **Off-Campus Activity** – When you are required to register for a clinical rotation, field practicum or internship which may be taking place at a site located off of the LLU campus. You must obtain ISSS approval prior to registering.
- 4) **Status Expiring** – Your I-20 is nearing three to six months before its expiration/completion date (see item #5 on your I-20). You must verify with ISSS if you will complete the program on time or require an extension to continue studying past the expected completion date.

Holds #2 - 4 may be cleared by contacting the International Student & Scholar Office.

What is a “Background Check” Registration Hold?

All LLU students are required to have a background check. The purpose of the check is to look at public records for any personal history that may make you ineligible to practice your profession in the U.S. Healthcare workers in the U.S. are required to have a recent background check to be in clinical settings. International Students will need to talk with the International Student & Scholar Office, at the time of check in, to make arrangements for this hold to be temporarily postponed.

Please be aware you will not be able to pay for the background check with a foreign credit/debit card and a foreign home address so please do not try to pay for the background check unless you already have a U.S. home address and credit/debit card with a billing address that matches this home address. Also note that you will not be able to use a credit/debit card that does not have your name on it, no one else can pay on your behalf.

****Again Please Note: You WILL NOT be able to clear finance and complete registration until AFTER you have cleared all your registration holds. If you are a new international student you will not be able to clear finance until after you check in with our office. Please plan your arrival date at least one to two weeks before your program begins if you want to avoid the late registration fee.**