International Requirements Guide
International Student and Scholar Services
300 College Park, Rike Center Room 204
Dayton, OH 45469-1701
Phone: (937) 229-2748 | Email: isss@udayton.edu

To protect the health and safety of our international students and scholars, ISSS has instituted the following four requirements:

Requirement	Frequency
Requirement 1: Verify Health Insurance. You must certify that your health insurance meets UD standards.	*Must be verified during your first semester and every subsequent fall semester.*
Requirement 2: Update Your Local Address. As a condition of your F or J status, you must submit your local US address.	*Must be updated within 10 days of moving to a new residence.*
Requirement 3: Update Your Emergency Contact Information. You must submit contact information for a parent or spouse.	*Must be updated once only.*
Note: These requirements are overseen by (and specific to) ISSS. *Additional health and safety requirements from other departments may apply.*	

*ISSS **no longer** requires students to submit their passport, visa, I-20/Ds-2019, or I-94 as part of our health & safety requirements. Students are encouraged to keep digital copies of these documents themselves. Download the I-94 each time you enter the US.*

Each of these requirements has its own separate process. Each process is short and should not take more than 5 minutes to complete. Instructions for navigating these processes are listed below.

Instructions	Page
START HERE: Find the International Requirements Page	2
Requirement 2: Verify Health Insurance	3
Requirement 1: Update Your Local Address	5
Requirement 3: Update Your Emergency Contact Information	8

.

Last update: May 2025

International Requirements Guide
International Student and Scholar Services
300 College Park, Rike Center Room 204
Dayton, OH 45469-1701
Phone: (937) 229-2748 | Email: isss@udayton.edu

University *of* Dayton

Finding the International Requirements Page:

Click this link to be taken to the International Requirements page.

Verifying Your Health Insurance

To protect their health, safety, and finances, the university requires international students to possess health insurance coverage for themselves and their families. Coverage must meet university standards, be active while the student is enrolled (including vacations), and **be verified every year**.

Verify your health insurance coverage following the steps below.

1. On the International Requirements page, navigate to "Insurance Status" 2. Click "Go to Verification"	**PORCHES** *International Documents* Porches / International / International Documents **INTERNATIONAL** **INSURANCE STATUS** As an international student you are required to provide evidence of health insurance that will cover you the entire time you are a student at University of Dayton. Your health insurance coverage must meet our minimum requirements to be considered valid. You do not need to complete the health insurance verification. **GO TO VERIFICATION** **READ MORE INFORMATION**

International Requirements Guide
International Student and Scholar Services
300 College Park, Rike Center Room 204
Dayton, OH 45469-1701
Phone: (937) 229-2748 | Email: isss@udayton.edu

University *of* Dayton

3. Attach your summary of benefits (click for example).

4. Enter your insurance company name and insurance policy number. Your insurance policy number can be on your insurance card.

7. Click "I understand…" Your coverage must meet the minimum requirements

8. Click " Submit health insurance Information"

← INTERNATIONAL

Please upload a scanned copy of your insurance "explanation of benefits" that lists your coverage amounts.

MY INSURANCE
Upload a Document

Choose File   No file chosen

Please indicate the provider of your health insurance and the policy number. If you fail to provide this information, you will be prevented from registering for classes next semester. The health insurance verification must be completed each semester.

Health insurance company name

Health insurance policy number

☐ I understand that I am required to have health insurance the entire time I am an enrolled student at the University of Dayton.

- By clicking "Submit", I certify that my plan:
  ○ Covers at least a minimum of $250,000 per condition.
  ○ Has a deductible of $500 or less per individual.
  ○ Provides $50,000 or more for medical evacuation to your home country.
  ○ Provides $25,000 or more for repatriation (removal of remains after death) to your home country.
  ○ Is in effect for the entire time I am enrolled including vacations.

GO BACK

SUBMIT HEALTH INSURANCE INFORMATION

International Requirements Guide
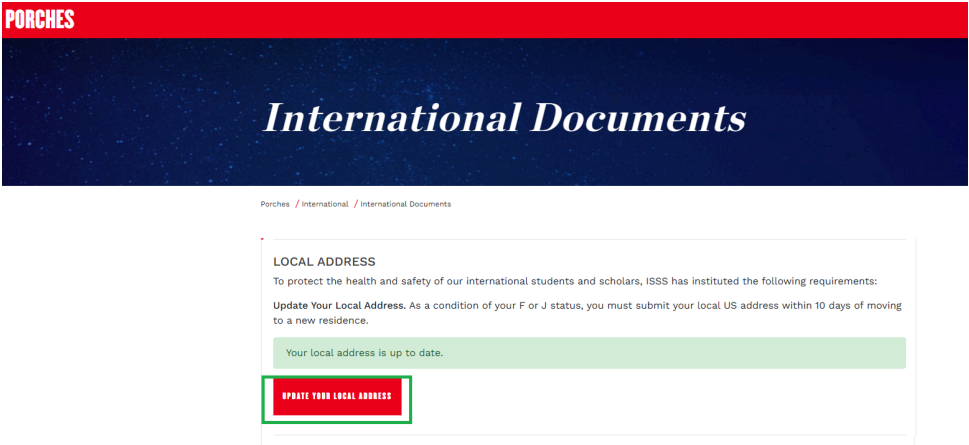**International Student and Scholar Services**
300 College Park, Rike Center Room 204
Dayton, OH 45469-1701
Phone: (937) 229-2748 | Email: isss@udayton.edu

University of Dayton

Updating Your Local Address

As a F-1 or J-1 student, you are required to provide address information to our office as a condition of your immigration status. This guide will show you how to make these updates electronically through Porches.

Follow the steps below to update your local address.

1. On the International Requirements page, navigate to "Local Address" 2. Click 'Update Your Local Address'	**PORCHES** *International Documents* Porches / International / International Documents **LOCAL ADDRESS** To protect the health and safety of our international students and scholars, ISSS has instituted the following requirements: **Update Your Local Address.** As a condition of your F or J status, you must submit your local US address within 10 days of moving to a new residence. Your local address is up to date. **UPDATE YOUR LOCAL ADDRESS**
3. Under 'Type of Address', select 'Off Campus Address'. 4. Click 'Submit'.	**Type of Address to Insert:** Off Campus Address ▾ Submit

International Requirements Guide
International Student and Scholar Services
300 College Park, Rike Center Room 204
Dayton, OH 45469-1701
Phone: (937) 229-2748 | Email: isss@udayton.edu

University *of* Dayton

5. Fill in all fields highlighted in **red**. **DO NOT** input a foreign (non-US) address. Use **ONLY** a local US address in these fields. **Important**: In the 'Valid From This Date' field, input the approximate date you began residing at the address. In the 'Until This Date' field, input the approximate date you will stop residing at the address.	**Off Campus Address** **Valid From This Date:MM/DD/YYYY** `08/22/2022` **Until This Date:MM/DD/YYYY** [ ] *Only put street number and street name, as show in example. **Do not** put apartment number here.* **Address Line 1:** `344 Firwood Dr` **Address Line 2:** `Apt F` ——— *If you live in an apartment, put apartment or unit number here. Do not put any other information here.* **Address Line 3:** *Leave this field blank* **City:** `Dayton` **State or Province:** `Ohio` **ZIP or Postal Code:** `45419` **County:** `Montgomery` **Nation:** `United States` **Delete this Address:** ☐ **Primary Phone Number For This Address:** Area Code / Phone Number / Extension / OR / International Access Code and Phone Number / Unlisted ☐ Phone Type: Select / Area Code / Phone Number / Ext. / OR / International Access Code and Phone Number / Unlisted ☐ Delete ☐ Select / OR / Unlisted ☐ Delete ☐
6. Under 'Phone Type', select '**Cell Phone**'. Input your US cell phone number. **Do not include "-, +, 1, ()" in the phone number field. Only 10 digits are accepted.** 7. When finished, click 'Submit'.	*Put **only** the three digit area code here.* Phone Type / Area Code / Phone Number / Ext. / International Access Code and Phone Number / Unlisted Delete *Leave unchecked* Cell Phone / `937` / `5555555` / Leave blank...OR... Leave blank / ☐ ☐ *Do not put +1 or anything else other than the three digit area code* *Put **only** the remaining seven digits of your number here*

International Requirements Guide
International Student and Scholar Services
300 College Park, Rike Center Room 204
Dayton, OH 45469-1701
Phone: (937) 229-2748 | Email: isss@udayton.edu
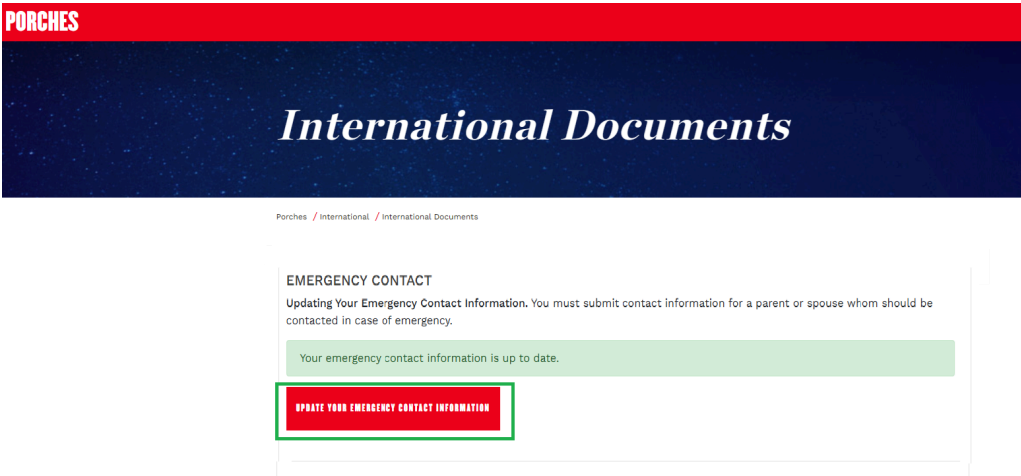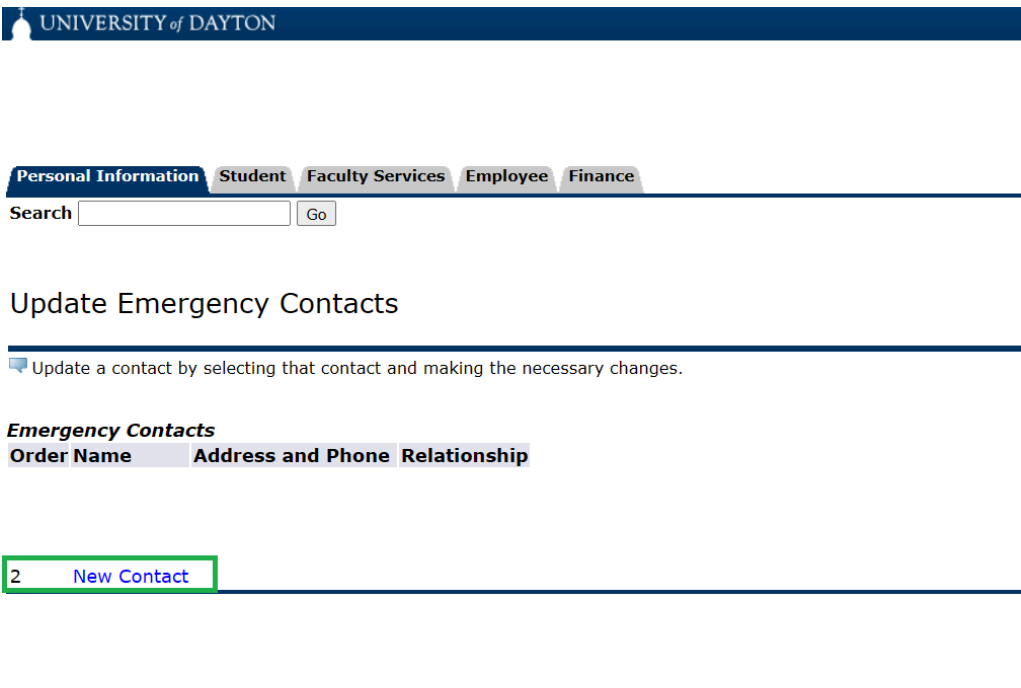
University of Dayton

Updating Your Emergency Contact Information

Living in another country so far away from friends and family can be challenging. When situations arise and you are unable to reach your family, who will do this for you?

For this reason, International Student & Scholar Services requires emergency contact information. An emergency contact is a parent or spouse (husband or wife) that we can call in the event you have a serious health or safety issue and are unable to call yourself.

1. On the International Requirements page, navigate to "Emergency Contact" 2. Click on 'Update Your Emergency Contact Information'.	**PORCHES** **International Documents** Porches / International / International Documents **EMERGENCY CONTACT** Updating Your Emergency Contact Information. You must submit contact information for a parent or spouse whom should be contacted in case of emergency. Your emergency contact information is up to date. **UPDATE YOUR EMERGENCY CONTACT INFORMATION**
3. On the following page choose 'New Contact'	**UNIVERSITY of DAYTON** **Personal Information** **Student** **Faculty Services** **Employee** **Finance** Search [ ] Go ## Update Emergency Contacts Update a contact by selecting that contact and making the necessary changes. **Emergency Contacts** **Order Name** **Address and Phone** **Relationship** 2 New Contact

4. Complete all highlighted fields. *Your emergency contact must be a parent or spouse.*

5. Click 'Submit Changes'.

Update Emergency Contacts

Enter a new emergency contact. When finished, Submit Changes.

Remove Contact:	☐
Order:	1
Relationship:	Not Applicable
First Name:	
Middle Name:	
Last Name:	
Address Line 1:	
Address Line 2:	
Address Line 3:	
City:	
State or Province:	Not Applicable
Zip or Postal Code:	
Country:	Not Applicable

	Area Code	Phone Number	Extension
Telephone:			

Submit Changes   Reset