

International Student Portal



Scroll down
for instructions on how to
upload your supporting documents
in your Student Portal account



**Log in to the International Student Portal
with your email address and password at:**

<https://internationalstudentportal.georgetown.edu:8443>

The clickable link for the International Student Portal is also
located above these slides.

Click on the Upload Supporting Documents Section



 Personal Information



 Upload Supporting Documents

 General Instructions

You should see 4 sections to upload documents

Please upload your supporting documents. Please note you must click "upload" AND "submit" with each document. If you do not click "submit" our office will not receive notification to review your application.

International Student Requirements

Press (Re)Submit for Approval if you have requirements to send to the Georgetown International Services.

1. Passport 1 document required

Requirement Type: Document

Requirement Status: Needs Submission

Submit for Approval

Documents

Add new document								Refresh
Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments			
No Documents Found								

2. Financial Documents 1 document required

Requirement Type: Document

Requirement Status: Needs Submission

Submit for Approval

Documents

Add new document								Refresh
Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments			
No Documents Found								

3. SEVIS Transfer Documents 4 documents required

Requirement Type: Document

Requirement Status: Needs Submission

Submit for Approval

Documents

Add new document								Refresh
Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments			
No Documents Found								

4. F-2/J-2 Dependent Passport(s) 1 document required

Requirement Type: Document

Requirement Status: Needs Submission

Submit for Approval

Documents

Add new document								Refresh
Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments			
No Documents Found								

PLEASE NOTE:

For each document you upload, you **MUST** click the “Submit for Approval” or “Resubmit for Approval” button.

You will always see this warning at the top of the page:

Please upload your supporting documents. Please note you must click "upload" AND "submit" with each document. If you do not click "submit" our office will not receive notification to review your application.

International Student Requirements

 **Press (Re)Submit for Approval if you have requirements to send to the Georgetown International Services.**

Click on “Add new document” in the section you wish to start with

1. Passport 1 document required

Requirement Type: Document

Requirement Status: Needs Submission

[Submit for Approval](#)

Documents

 Add new document

Document Type

Document Name

File Name

Document Status

No Documents Found

2. Financial Documents 1 document required

Requirement Type: Document

Requirement Status: Needs Submission

[Submit for Approval](#)

Documents

 Add new document

Document Type

Document Name

File Name

Document Status

No Documents Found

Enter the document name and select the file to upload from your computer or phone

2. Financial Documents 1 document required

Requirement Type: Document

Requirement Status: Needs Submission

Submit for Approval

Documents

+ Add new document Refresh

Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments
Document Type: <input type="text" value="Financial Documents"/>	Document Name*: <input type="text" value="Enter the document name"/>	Document Path*: <input type="text"/>	<input type="button" value="Select"/>		
<input type="button" value="Upload"/>		<input type="button" value="Cancel"/>			

No Documents Found

Click the “Upload” button once you’ve selected your document

2. Financial Documents 1 document required

Requirement Type: Document

Requirement Status: Needs Submission

[Submit for Approval](#)

Documents

[+ Add new document](#) Refresh

Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments
Document Type: <input type="text" value="Financial Documents"/>	Document Name*: <input type="text" value="Bank Statement"/>	Document Path*: scan0001 (1).pdf Remove	<p> <input type="button" value="Upload"/> <input type="button" value="Cancel"/></p>		

Your upload should look like this. If you need to change your file upload before submitting, click the re-upload button and select a different file.

To delete your file, click the red x on the right side.

2. Financial Documents 1 document required

Requirement Type: Document

Requirement Status: Needs Submission

[Submit for Approval](#)

Documents

+ Add new document							Refresh
	Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments	
Re-upload	Financial Documents	Bank Statement	scan0001 (1).pdf	Needs Review	Oct 12, 2016	 Delete	

Change
→

Click the “Submit for Approval” button so that our office is alerted that you have documents we need to review.

If you do not click the button, your Requirement Status will continue to say “Needs Submission” instead of “Needs Review”

2. Financial Documents 1 document required

Requirement Type: Document

Requirement Status: Needs Submission

Submit for Approval

Documents

Add new document							Refresh
	Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments	
Re-upload	Financial Documents	Bank Statement	scan0001 (1).pdf	Needs Review	Oct 12, 2016		✖

You should now see a message at the top of the page confirming that your requirement has been sent to our office for review.

Your Requirement Status should now say “Needs Review” and the “Submit for Approval” button should have changed to “Resubmit for Approval”.



Your Requirement has been sent to the Georgetown International Services for review and approval.



1. Passport 1 document required

Requirement Type: Document

Requirement Status: Needs Review

Resubmit for Approval

Documents

Add new document							Refresh
	Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments	
Re-upload	Passport	Passport	scan0001.pdf	Needs Review	Oct 12, 2016	✗	

2. Financial Documents 1 document required

Requirement Type: Document

Requirement Status: Needs Review

Resubmit for Approval

Documents

Add new document							Refresh
	Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments	
Re-upload	Financial Documents	Bank Statement	scan0001 (1).pdf	Needs Review	Oct 12, 2016	✗	
Re-upload	Financial Documents	Family Support Form	vsqsupportlettertemplate-Public.pdf	Needs Review	Oct 12, 2016	✗	

Please repeat these steps for each document you upload to the *Passport, Financial Information, SEVIS Transfer Documents, or F-2/J-2 Dependent Passport(s)* sections on the Upload Supporting Documents page.

The *Passport* and *Financial Information* sections are required for all students.

The *SEVIS Transfer Documents* section is only for students transferring their SEVIS record. The *F-2/J-2 Dependent Passport(s)* section is only for students bringing their spouse or children.

If your documents are accepted, you should see that your Document Type is marked as “Approved” and your Requirement Status is marked as “Complete”



International Student Requirements

Press (Re)Submit for Approval if you have requirements to send to the Georgetown International Services.

1. Passport

Requirement Type: Document

Requirement Status: Complete

Documents

Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments
Passport	Passport	scan0001.pdf	Approved	Oct 12, 2016	

2. Financial Documents

Requirement Type: Document

Requirement Status: Complete

Documents

Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments
Financial Documents	Bank Statement	scan0001 (1).pdf	Approved	Oct 12, 2016	
Financial Documents	Family Support Form	family support form.png	Approved	Oct 12, 2016	

If one or more of your documents is declined, you should see that your Document Type is marked as “Declined” and your Requirement Status is marked as “Not Complete”



2. Financial Documents 1 document required

Requirement Type: Document

Requirement Status: Not Complete

Resubmit for Approval

Documents

[Add new document](#) Refresh

	Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments	
	Financial Documents	Bank Statement	scan0001 (1).pdf	Approved	Oct 12, 2016		
	Financial Documents	Family Support Form	family support form.png	Approved	Oct 12, 2016		
Re-upload	Financial Documents	Scholarship letter	image.png	<u>Declined</u>	Oct 12, 2016	This scholarship letter doesn't specify dollar amounts for living expenses, books, fees, or insurance. Please ask your sponsor to revise the letter with specific dollar amounts for those categories. If your sponsor is unwilling, review internationalservices.georgetown.edu/required-documents and upload another financial document showing at least \$17,560.	✘

After reading the comments on why the document was not accepted, please re-upload a new document and click “Resubmit for Approval”.

Our office will then review your second submission for that document.



2. Financial Documents 1 document required

Requirement Type: Document

Requirement Status: Not Complete

Resubmit for Approval



Documents

Resubmit

Add new document Refresh						
	Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments
	Financial Documents	Bank Statement	scan0001 (1).pdf	Approved	Oct 12, 2016	
	Financial Documents	Family Support Form	family support form.png	Approved	Oct 12, 2016	Read
Re-upload	Financial Documents	Scholarship letter	image.png	Declined	Oct 12, 2016	This scholarship letter doesn't specify dollar amounts for living expenses, books, fees, or insurance. Please ask your sponsor to revise the letter with specific dollar amounts for those categories. If your sponsor is unwilling, review internationalservices.georgetown.edu/required-documents and upload another financial document showing at least \$17,560. ✘



If at any time you need to remind yourself of the General Instructions or wish to navigate to the Personal Information section, you can click on the tabs at the top of the page.



The screenshot shows the top navigation bar of the Georgetown University International Student Requirements portal. The bar is dark blue with white text. On the left is the Georgetown University logo and the text "Georgetown University". In the center, there are three main navigation tabs: "Home", "Personal Information", and "Upload Supporting Documents". On the right, there is a "General Instructions" tab, a user greeting "Welcome, Sarah Test", and a "Help" icon. Two red arrows point upwards from the "Personal Information" and "General Instructions" tabs. Below the navigation bar, there is a dark blue header for "International Student Requirements", a yellow warning box with a diamond icon and the text "Press (Re)Submit for Approval if you have requirements to send to the Georgetown International Services.", and a light blue section titled "1. Passport" with a sub-label "1 document required".

Georgetown University

Home | Personal Information | Upload Supporting Documents | General Instructions | Welcome, Sarah Test | Help

International Student Requirements

Press (Re)Submit for Approval if you have requirements to send to the Georgetown International Services.

1. Passport 1 document required