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://issm-sevis-prod.uis.georgetown.edu:8443/

The clickable link for the International Student Portal is also located above these slides.
Click on the Upload Supporting Documents Section
**F-1 students should see 6 sections to upload documents**

1. **Applicant Information Form**
   - Requirement Type: Document
   - Requirement Status: Needs Submission
   - Submit for Approval

2. **Passport**
   - Requirement Type: Document
   - Requirement Status: Needs Submission
   - Submit for Approval

3. **Financial Documents**
   - Requirement Type: Document
   - Requirement Status: Needs Submission
   - Submit for Approval

4. **Online Pre-Arrival Orientation (Main Campus and Medical Center Students Only)**
   - Requirement Type: Document
   - Requirement Status: Needs Submission
   - Submit for Approval

5. **SEVIS Transfer Documents**
   - Requirement Type: Document
   - Requirement Status: Needs Submission
   - Submit for Approval

6. **F-2 Dependent Documents**
   - Requirement Type: Document
   - Requirement Status: Needs Submission
   - Submit for Approval
J-1 students should see 7 sections to upload documents:

1. Applicant Information Form
2. Passport
3. Financial Documents
4. Online Pre-Arrival Orientation (Main Campus and Westside Center Students Only)
5. English Language Proficiency Document
6. SEVIS Transfer Documents
7. J-2 Dependent Documents
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
Enter the document name and select the file to upload from your computer or phone.
Click the “Upload” button once you’ve selected your document.
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.
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”
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”.

1. Applicant Information Form [1 document required]
   - Requirement Type: Document
   - Requirement Status: Needs Review
   - Resubmit for Approval

2. Passport [1 document required]
   - Requirement Type: Document
   - Requirement Status: Needs Review
   - Resubmit for Approval
Please repeat these steps for each document you upload to the Applicant Information Form, Passport, Financial Documents, Online Pre-Arrival Orientation, J-1 English Language Proficiency Document, F-2 or J-2 Dependent Documents, or SEVIS Transfer Documents sections on the Upload Supporting Documents page.

***The Applicant Information Form, Passport, Financial Documents, and Online Pre-Arrival Orientation sections are required for all students.***

The J-1 English Language Proficiency Document section is only for students arriving in J-1 status. The F-2/J-2 Dependent Documents section is only for students bringing their spouse or child(ren). The SEVIS Transfer Documents section is only for students transferring their SEVIS record.
If your documents are accepted, you should see that your Document Type is marked as “Approved” and your Requirement Status is marked as “Complete”.

### 1. Applicant Information Form

<table>
<thead>
<tr>
<th>Requirement Type: Document</th>
<th>Requirement Status: Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document Name</th>
<th>File Name</th>
<th>Document Status</th>
<th>Date Uploaded</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Information Form</td>
<td>Applicant Information Form</td>
<td>Applicant Information Form (Final).doc</td>
<td>Approved</td>
<td>Oct 13, 2017</td>
<td></td>
</tr>
</tbody>
</table>

### 2. Passport

<table>
<thead>
<tr>
<th>Requirement Type: Document</th>
<th>Requirement Status: Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th>Document Type</th>
<th>Document Name</th>
<th>File Name</th>
<th>Document Status</th>
<th>Date Uploaded</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
<td>Passport</td>
<td>stda1004.pdf</td>
<td>Approved</td>
<td>Oct 13, 2017</td>
<td></td>
</tr>
</tbody>
</table>

### 3. Financial Documents

1 document required
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”.
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.
If at any time you need to remind yourself of the General Instructions or wish to navigate to the Personal Information and Emergency contact section, you can click on the tabs at the top of the page.