



Congratulations on your acceptance to UMBC! To request an I-20, please follow the steps outlined on this page. If you have any questions, please contact the IES Office at ies@umbc.edu

Step 1:

Log in to the [IES Portal Homepage](#) using your *myUMBC* username and password.

The IES Homepage looks like this:

The screenshot shows the UMBC IES Portal homepage for a user named True Grit. The page features a navigation bar with 'Profiles', 'Records', and 'Settings' menus. A search bar is located in the top right corner. The main content area is divided into three sections: 'Records', 'Profile', and 'Messages'. The 'Records' section shows a table with one record for 'Fall, 2019' with a 'View' button. The 'Profile' section shows the user's name 'True Grit' and email 'tgrit@umbc.edu' with an 'Edit Profile' button. The 'Messages' section shows a list of messages with columns for 'Date/Time' and 'From'.

UMBC

Profiles - Records - Settings - Search Forms

User Home Page: True Grit - My Home Page

This is your homepage and it provides you an overview of your record activity. In order to complete or see the details of a record, you need to click on the name of the program under the 'records filed' column. X

Warning: you will no longer be able to access a record after its 'deadline date' and any further changes need to be handled by a staff member.

Records

Fall, 2019

Records	Deadline	Action
New! -1 Student Request (ID 12954)	Deadline: 11/01/2019	View

Profile

No Image True Grit
tgrit@umbc.edu

[Edit Profile](#)

Messages

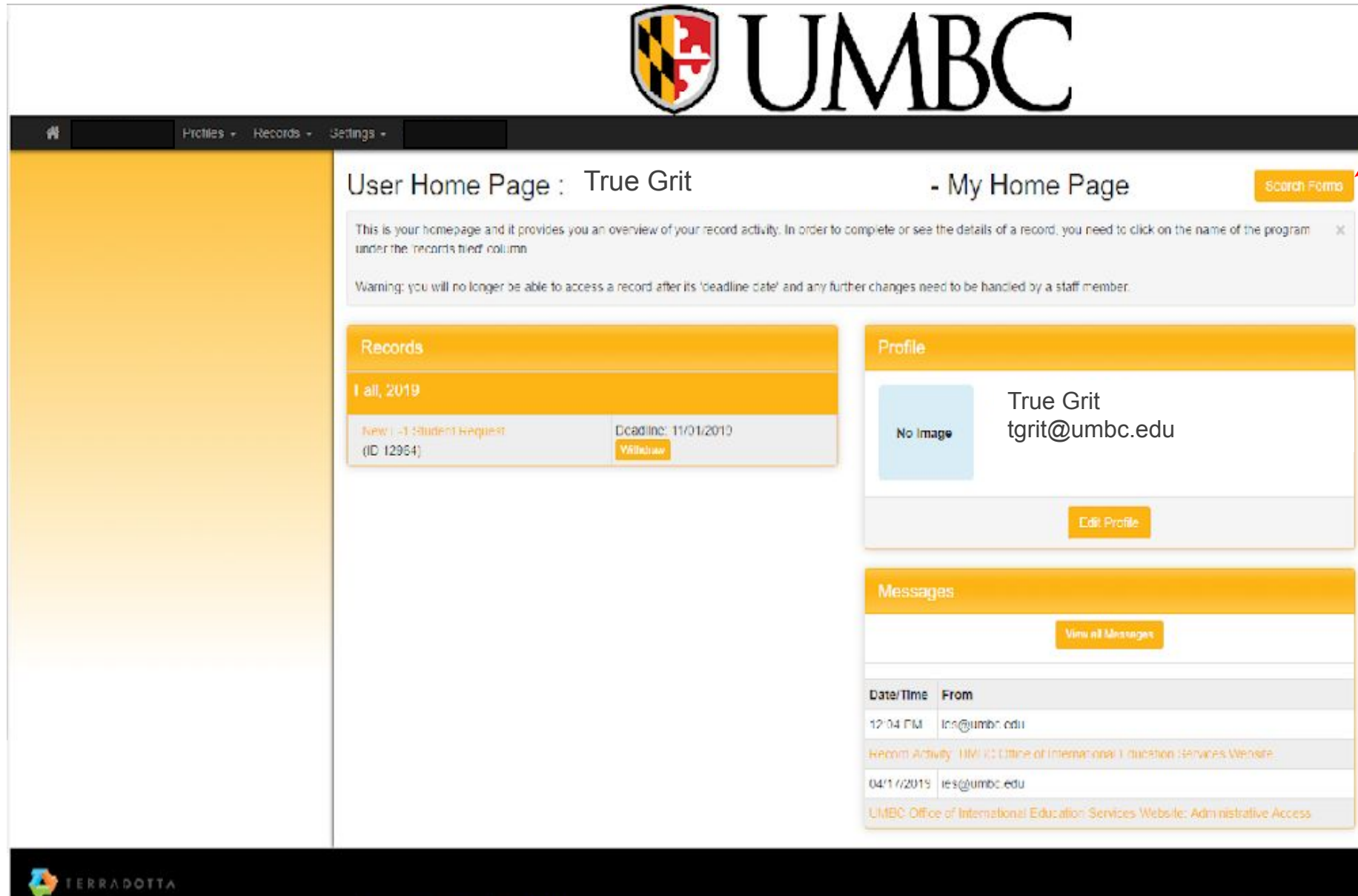
[View all Messages](#)

Date/Time	From
12:04 PM	ies@umbc.edu
Record Activity - UMBC Office of International Education Services Website	
04/17/2019	ies@umbc.edu

UMBC Office of International Education Services Website: Administrative Access

TERRADOTTA

Step 2:
Click the "Search Forms" button



The screenshot shows the UMBC user home page for a user named True Grit. The page features a navigation bar with 'Profiles', 'Records', and 'Settings' menus. A red arrow points to a yellow 'Search Forms' button in the top right corner. The main content area includes a 'Records' section with a table of records, a 'Profile' section with a 'No image' placeholder and an 'Edit Profile' button, and a 'Messages' section with a 'View all Messages' button. The footer includes the Terradotta logo.

UMBC

Profiles - Records - Settings -

User Home Page : True Grit - My Home Page [Search Forms](#)

This is your homepage and it provides you an overview of your record activity. In order to complete or see the details of a record, you need to click on the name of the program under the records list column.

Warning: you will no longer be able to access a record after its 'deadline date' and any further changes need to be handled by a staff member.

Records

1 of 1, 2019

New	Deadline	Action
1 Student Request (ID: 12964)	11/01/2019	Withdraw

Profile

No image

True Grit
tgrit@umbc.edu

[Edit Profile](#)

Messages

[View all Messages](#)

Date/Time	From
12/04 PM	ies@umbc.edu
Record Activity (11/01/2019) Outline of International Education Services Website	
04/17/2019	ies@umbc.edu
UMBC Office of International Education Services Website: Administrative Access	

TERRADOTTA

Step 3:

On the forms page, select “New F-1 Student Request”



Settings ▾

International Education Services

- F-1 Students ▶
- J-1 Exchange Visitors ▶
- H-1B Employees
- Forms

Announcements

Address/Contact Info Changed?

Please update your contact information with IES. [\[View Details\]](#)

Forms

Below is a list of forms for the International Education Services office that can now be completed through our IES Portal.

Note: If you have already started a specific online form, do not start a new one. Please go to your [User Home Page](#) to continue working on your online form.

NEW STUDENT/SCHOLAR PROCESSES

- **New F-1 Student Request** - All admitted F-1 international students must provide additional information for issuance of your Form I-20 and for any dependents (if applicable). Students enrolled at another school in the U.S. must also provide information about current F-1 status.
- **New J-1 Student Request** - All prospective J-1 international students must provide additional information for issuance of your Form DS-2019 and for any dependents (if applicable).
- **New J-1 Scholar Request (Departments)** - This must be initiated by the UMBC hosting department to request to bring in a new J-1 short-term scholar, research scholar, or professor.
- **New Arrival Documentation Check-in** - All new students and scholars must provide copies of U.S. immigration documents upon entry to the U.S. for IES records.

IMMIGRATION REQUESTS

- **Change of Education Level** - If you receive admission to a new degree program at UMBC.
- **Change of Financial Support** - If your sponsor changes while you are studying, you must submit new documentation to update your I-20.
- **Dependent Request** - If you plan to bring a spouse and/or dependent child (unmarried, under 21 years old) with you, after your initial I-20/DS-2019 has already been issued.
- **DS-2019 Reprint Request** - If your existing DS-2019 was lost or stolen.
- **I-20 Reprint Request** - If your existing I-20 was lost or stolen.
- **Letter Request** - If you need an official letter from IES related to your enrollment or immigration status.
- **Program Extension (F-1)** - If you will not complete your academic program by the program end date stated on the I-20, you must apply for an extension in advance. *Note: only medical or academic are acceptable reasons per immigration regulations.*
- **Program Extension (J-1)** - If you will not complete your program by the program end date stated on the DS-2019, you must apply for an extension in advance.
- **Reduced Course Load** - Immigration regulations require F-1 students to maintain full-time enrollment each academic term. Students who need to drop below full-time must obtain prior approval from IES.

Step 4:

Select "Fall, 2019" as your term and click "Create"

User Home Page : Available Program Terms

To create your record, select the term and year to which you are requesting. When you are ready to create the record, click on the 'Create' button at the bottom of the page. ×

Available Terms

- Terms
- Summer, 2019
 - Fall 1 (ELI Only), 2019
 - Fall 2 (ELI Only), 2019
 - Fall, 2019

Create

Cancel

Step 5:
Review the "Instructions" section for required documents to submit

: Record Page (Pre-Decision)

- Submit -

True Grit

Request:	New F-1 Student Request
Term/Year:	Fall, 2019
Deadline:	11/01/2019

Instructions

Please review and click on all sections of this page to confirm if each is applicable to you, and complete the following steps:

1. Upload all the necessary documents:

- **Financial Documentation**, showing financial support that exceeds the yearly cost of your academic program (see [Financial Requirements](#))

**If you have been offered a graduate assistantship (GA), please upload your offer letter/contract from the UMBC academic department as your Financial Documentation.*

- **Financial Support Letter** (optional), if parent, family, or other funds will support your studies at UMBC

- **Passport**, photo/biographical information page

2. Once complete, please click the **Submit** button at the top of this page to have this record reviewed.

Note: if you are transferring from another U.S. institution to UMBC, your SEVIS Transfer In recommendation must be requested from your current DSO before our office can review your request.

Attached Documents

The following files have been attached. Click the filename to download the attached document.

Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Completed
Dependent Request	<input type="checkbox"/>
Student: Immigration Information	<input type="checkbox"/>

Recommendations

Requests	Completed
SEVIS Transfer In (1 required) If you are an F-1 student enrolled in or recently graduated from college, university or high school in the U.S., you must request completion of this electronic form by the current International Student Advisor. Please click the link below to request SEVIS record transfer from your current DSO. - Request Electronic Recommendation	
<i>1 or more required recommendations have not yet been requested.</i>	<input type="checkbox"/>

Step 6: Upload required documents in the “Attached Documents” section

Instructions

Please review and click on all sections of this page to confirm if each is applicable to you, and complete the following steps:

1. Upload all the necessary documents:
 - **Financial Documentation**, showing financial support that exceeds the yearly cost of your academic program (see [Financial Requirements](#))
**If you have been offered a graduate assistantship (GA), please upload your offer letter/contract from the UMBC academic department as your Financial Documentation.*
 - **Financial Support Letter** (optional), if parent, family, or other funds will support your studies at UMBC
 - **Passport**, photo/biographical information page
2. Once complete, please click the **Submit** button at the top of this page to have this record reviewed.

Note: if you are transferring from another U.S. institution to UMBC, your SEVIS Transfer In recommendation must be requested from your current DSO before our office can review your request.

Attached Documents

The following files have been attached. Click the filename to download the attached document.

No documents have been attached.

You can attach documents to this record by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the "Upload" button.

No file chosen

Dependent Request	<input type="checkbox"/>
Student: Immigration Information	<input type="checkbox"/>

Recommendations

Requests	Completed
SEVIS Transfer In (1 required) If you are an F-1 student enrolled in or recently graduated from college, university or high school in the U.S., you must request completion of this electronic form by the current International Student Advisor.	
Please click the link below to request SEVIS record transfer from your current DSO. - Request Electronic Recommendation	
1 or more required recommendations have not yet been requested.	<input type="checkbox"/>

Step 7:

Complete “Dependent Request” and “Student: Immigration Information” in the “ Questionnaires ” section

: Record Page (Pre-Decision)

[- Submit -](#)

True Grit	
Request:	New F-1 Student Request
Term/Year:	Fall, 2019
Deadline:	11/01/2019

Instructions	
Please review and click on all sections of this page to confirm if each is applicable to you, and complete the following steps:	
1. Upload all the necessary documents:	
- Financial Documentation , showing financial support that exceeds the yearly cost of your academic program (see Financial Requirements) <i>*If you have been offered a graduate assistantship (GA), please upload your offer letter/contract from the UMBC academic department as your Financial Documentation.</i>	
- Financial Support Letter (optional), if parent, family, or other funds will support your studies at UMBC	
- Passport , photo/biographical information page	
2. Once complete, please click the Submit button at the top of this page to have this record reviewed.	
Note: if you are transferring from another U.S. institution to UMBC, your SEVIS Transfer In recommendation must be requested from your current DSO before our office can review your request.	

Attached Documents	
The following files have been attached. Click the filename to download the attached document.	

Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Completed
Dependent Request	<input type="checkbox"/>
Student: Immigration Information	<input type="checkbox"/>

Recommendations	
Requests	Completed
SEVIS Transfer In (1 required) If you are an F-1 student enrolled in or recently graduated from college, university or high school in the U.S., you must request completion of this electronic form by the current International Student Advisor.	
Please click the link below to request SEVIS record transfer from your current DSO. - Request Electronic Recommendation	
<i>1 or more required recommendations have not yet been requested.</i>	<input type="checkbox"/>

Step 7a:

Complete “Dependent Request” and “Student: Immigration Information” in the “ Questionnaires ” section

: Questionnaire Form

Dependent Request

User Name:	True Grit
Program:	New F-1 Student Request
Term:	Fall, 2019

Do you plan to bring a spouse and/or dependent child while studying at UMBC?

Yes No

[Next](#)

Step 7b:

Complete “Dependent Request” and “Student: Immigration Information” in the “ Questionnaires ” section

: Questionnaire Form

Student: Immigration Information

User Name:	True Grit
Program:	New F-1 Student Request
Term:	Fall, 2019

Are you currently present in the U.S. on a visa?

Yes No

[Next](#)

Step 8:
F-1 transfer students ONLY. If you are already in the U.S. on an F-1 Visa, complete the “Recommendations” section

: Record Page (Pre-Decision)

- Submit -

True Grit

Request:	New F-1 Student Request
Term/Year:	Fall, 2019
Deadline:	11/01/2019

Instructions

Please review and click on all sections of this page to confirm if each is applicable to you, and complete the following steps:

1. Upload all the necessary documents:

- **Financial Documentation**, showing financial support that exceeds the yearly cost of your academic program (see [Financial Requirements](#))

**If you have been offered a graduate assistantship (GA), please upload your offer letter/contract from the UMBC academic department as your Financial Documentation.*

- **Financial Support Letter** (optional), if parent, family, or other funds will support your studies at UMBC

- **Passport**, photo/biographical information page

2. Once complete, please click the **Submit** button at the top of this page to have this record reviewed.

Note: if you are transferring from another U.S. institution to UMBC, your SEVIS Transfer In recommendation must be requested from your current DSO before our office can review your request.

Attached Documents

The following files have been attached. Click the filename to download the attached document.

Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Completed
Dependent Request	<input type="checkbox"/>
Student: Immigration Information	<input type="checkbox"/>

Recommendations

Requests	Completed
SEVIS Transfer In (1 required) If you are an F-1 student enrolled in or recently graduated from college, university or high school in the U.S., you must request completion of this electronic form by the current International Student Advisor. Please click the link below to request SEVIS record transfer from your current DSO. - Request Electronic Recommendation	
<i>1 or more required recommendations have not yet been requested.</i>	<input type="checkbox"/>

Step 9:

Once you have completed each section. Click "Submit" at the top of the page. Please allow 2-3 business days for processing and to receive a draft I-20 for your review

: Record Page (Pre-Decision)

- Submit -



True Grit

Request: New F-1 Student Request

Term/Year: Fall, 2019

Deadline: 11/01/2019

Instructions

Please review and click on all sections of this page to confirm if each is applicable to you, and complete the following steps:

1. Upload all the necessary documents:

- **Financial Documentation**, showing financial support that exceeds the yearly cost of your academic program (see [Financial Requirements](#))

**If you have been offered a graduate assistantship (GA), please upload your offer letter/contract from the UMBC academic department as your Financial Documentation.*

- **Financial Support Letter** (optional), if parent, family, or other funds will support your studies at UMBC

- **Passport**, photo/biographical information page

2. Once complete, please click the **Submit** button at the top of this page to have this record reviewed.

Note: if you are transferring from another U.S. institution to UMBC, your SEVIS Transfer In recommendation must be requested from your current DSO before our office can review your request.

Attached Documents

The following files have been attached. Click the filename to download the attached document.

Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Completed
Dependent Request	<input type="checkbox"/>
Student: Immigration Information	<input type="checkbox"/>

Recommendations

Requests	Completed
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SEVIS Transfer In (1 required) If you are an F-1 student enrolled in or recently graduated from college, university or high school in the U.S., you must request completion of this electronic form by the current International Student Advisor.

Please click the link below to request SEVIS record transfer from your current DSO.

- [Request Electronic Recommendation](#)

<i>1 or more required recommendations have not yet been requested.</i>	<input type="checkbox"/>
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When you've completed all steps and clicked "Submit", you'll be taken back to the homepage:

: Record Page (Pre-Decision)

Your request has been successfully submitted. Please allow 2-3 business days for processing and review. 06/10/2019 @ 12:54 PM EDT.

True Grit

Request: New F-1 Student Request

Term/Year: Fall, 2019

Deadline: 11/01/2019

Instructions

Please review and click on all sections of this page to confirm if each is applicable to you, and complete the following steps:

1. Upload all the necessary documents:

- **Financial Documentation**, showing financial support that exceeds the yearly cost of your academic program (see [Financial Requirements](#))

**If you have been offered a graduate assistantship (GA), please upload your offer letter/contract from the UMBC academic department as your Financial Documentation.*

- **Financial Support Letter** (optional), if parent, family, or other funds will support your studies at UMBC

- **Passport**, photo/biographical information page

2. Once complete, please click the **Submit** button at the top of this page to have this record reviewed.

Note: if you are transferring from another U.S. institution to UMBC, your SEVIS Transfer In recommendation must be requested from your current DSO before our office can review your request.

Attached Documents

The following files have been attached. Click the filename to download the attached document.

Financial Documentation
(cert of completion.PNG)

Passport
(lyft 1.PNG)

You can attach documents to this record by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

No file chosen

-- select document type - ▾

Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Completed
Dependent Request	N/A
Student: Immigration Information	N/A

Recommendations

Requests	Completed
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SEVIS Transfer In (1 required) If you are an F-1 student enrolled in or recently graduated from college, university or high school in the U.S., you must request completion of this electronic form by the current International Student Advisor.

Please click the link below to request SEVIS record transfer from your current DSO.

- [Request Electronic Recommendation](#)

1 or more required recommendations have not yet been requested.

