

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://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



Personal Information and Emergency Contact

Upload Supporting Documents

General Instructions



F-1 students should see 6 sections to upload documents

Please note you must click "upload" AND "submit" after you upload all documents. If you do not click "submit" our office will not receive notification to review your uploaded documents.

International Student Requirements

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

1. Applicant Information Form 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	Date Uploaded	Comments	Refresh	
No Documents Found							

2. 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	Date Uploaded	Comments	Refresh	
No Documents Found							

3. 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	Date Uploaded	Comments	Refresh	
No Documents Found							

4. Online Pro-Arrival Orientation (Main Campus and Medical Center Students Only) 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	Date Uploaded	Comments	Refresh	
No Documents Found							

5. SEVIS Transfer Documents 4 documents required

Requirement Type: Document

Requirement Status: Needs Submission

Submit for Approval

Documents

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

6. F-2 Dependent Documents 3 documents required

J-1 students should see 7 sections to upload documents

Please note you must click "upload" AND "submit" after you upload all documents. If you do not click "submit," our office will not receive notification to review your uploaded documents.

International Student Requirements

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

1. Applicant Information Form 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	Date Uploaded	Comments		2
No Documents Found							

2. Passport

Requirement Type: Document

Requirement Status: Complete

Documents

Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments
Passport	passport	17661_161-2024-01-01-01.pdf	Approved	1 Feb 28, 2011	

3. 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	Date Uploaded	Comments		2
No Documents Found							

4. Online Pre-Arrival Orientation (Main Campus and Medical Center Students Only) 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	Date Uploaded	Comments		2
No Documents Found							

5. English Language Proficiency Document 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	Date Uploaded	Comments		2
No Documents Found							

6. SEVIS Transfer 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	Date Uploaded	Comments		2
No Documents Found							

7. J-2 Dependent Documents 1 document required

Requirement Type: Document

Requirement Status: Needs Submission

Submit for Approval


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. Applicant Information Form 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	Date U
No Documents Found				



2. 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	Date U
No Documents Found				



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

3. 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: ¹	<input type="text"/>	Select			
	Upload	Cancel			

No Documents Found

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

3. 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				
	Upload Cancel				

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.


3. 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”

The screenshot displays a web application interface for managing financial documents. At the top, a header reads "3. Financial Documents" with a sub-header "1 document required". Below this, the "Requirement Type" is listed as "Document" and the "Requirement Status" is "Needs Submission". A dark blue button labeled "Submit for Approval" is positioned below the status, with a red arrow pointing to it from the right. Underneath is a section titled "Documents" which contains a table with one document entry. The table has columns for Document Type, Document Name, File Name, Document Status, Date Uploaded, and Comments. The entry shows a "Bank Statement" file named "scan0001 (1).pdf" with a status of "Needs Review" and an upload date of "Oct 12, 2016". A red 'X' icon is visible in the comments column for this entry. There is also an "Add new document" link and a "Refresh" button at the top of the table area.

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	X

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 for review and approval.

1. Applicant Information Form 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	Applicant Information Form	Applicant Information Form	Applicant Information Form (Final).doc	Needs Review	Oct 13, 2017	X	

2. 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	scan0004.pdf	Needs Review	Oct 13, 2017	X	

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”



International Student Requirements

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

1. Applicant Information Form

Requirement Type: Document

Requirement Status: Complete

Documents

Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments
Applicant Information Form	Applicant Information Form	Applicant Information Form (Final).doc	Approved	Oct 13, 2017	

2. Passport

Requirement Type: Document

Requirement Status: Complete

Documents

Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments
Passport	Passport	scan0004.pdf	Approved	Oct 13, 2017	

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”



3. 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	<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.

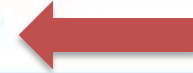


3. Financial Documents 1 document required

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 and Emergency contact section, you can click on the tabs at the top of the page.



International Student Requirements

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

1. Passport 1 document required