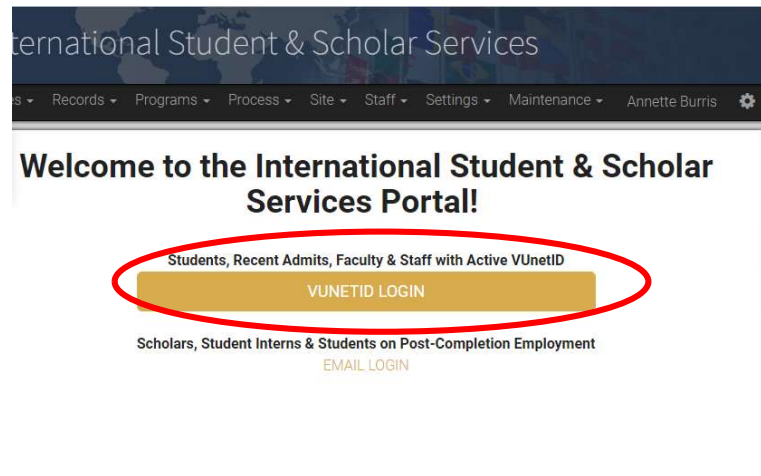


Prepare for your SEVIS Check-in Session

Login to your ISSS student portal: <https://iss-terradotta.Vanderbilt.edu>

Use your VUNet ID and password to sign in. You will be automatically taken to your home page.



Open or start the New Student/Scholar Document Upload form.

If you have already initiated your New Student/Scholar Document Upload application, from your home page, look under "Records" for a record titled "New Student/Scholar Document Upload"

If you do not see this record on your home page, you will need to initiate the application. To start the application click on the yellow **Search Online Requests** button in the upper right corner.

User Home Page : Annette Burris - My Home Page

Records

Fall, 2021

<input type="checkbox"/>	New Student/Scholar Document Upload (ID 61000)	Deadline: 12/01/2021 Withdraw
<input type="checkbox"/>	Return to Campus Request (ID 56400)	Deadline: 08/25/2021 Withdraw
<input type="checkbox"/>	Updated Initial Document Request (ID 55034)	Deadline: 08/25/2021 Withdraw
<input type="checkbox"/>	Initial I-20/DS-2019 Student Request (ID 55032)	Deadline: 08/13/2021 Withdraw


[Update Rank](#) (enter numbers to rank by preference)

<input type="checkbox"/>	Change of Education Level (F-M) (ID 55253)	
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Fiscal Year, 2021

[Search Online Requests](#)

Profile

 **Annette Burris**
annette.m.burris@vanderbilt.edu

[View All](#)

[Edit Profile](#)

Messages

[View all Messages](#)

Date/Time	From
08/10/2021	iss@vanderbilt.edu

Prepare for your SEVIS Check-in Session

Under New Students and Scholars select **New Student/Scholar Document Upload**

Select **Spring 2022** as the term and click **Begin**.

Upload the documents in **Step 1** of the instructions. Upload an electronic copy of your

- passport bio page
- I-94 Admission Record
- I-20 1st page and
- F-1 or J-1 visa stamp and ink entry stamp

Make sure the images are good quality and not too small. PNG, JPG, JPEG, and PDF formats will work.

If you have not retrieved your I-94, click on the **retrieve online** link to download your I-94 record and print it to a PDF.

Follow the remaining instructions and click **Submit**.

New Students & Scholars

- **Initial I-20/DS-2019 Student Request** - application for an initial I-20/DS-2019 for admitted international students and accepted exchange students
- **J-1 Exchange Visitor Request** - application for a DS-2019 to begin a scholar program at Vanderbilt (i.e. visiting lecturer, post-doc, research scholar, professor, etc.)
- **J-1 Student Intern Request** - application for a DS-2019 to begin a student intern program at Vanderbilt (must be a currently enrolled student in good standing at a college/university outside the U.S. for the duration of the proposed internship)
- **Pre-Arrival Form** - arrival notification and airport pick-up request for new students (exchange, undergraduate, graduate and professional)
- **New Student/Scholar Document Upload** - provide your current address and upload copies of your passport, I-20/DS-2019 and I-94 before attending the person check in session.

User Home Page : Available Program Terms

Available Terms

Terms ☒ **Spring, 2022** ☐ Fiscal Year, 2022

[Begin](#) [Cancel](#)

Instructions

Step 1: Upload copies of the following in the "Attached Documents" box:

- Passport, photo/biographical page only
- I-94 Admission Record ([retrieve online](#))
- Form I-20 or DS-2019, signed on page 1
- Valid F-1 or J-1 Visa/Entry Stamp (Canadian citizens should upload a copy of the F-1 or J-1 entry stamp page in the passport)

Step 2: If you have dependents with you, please upload the following additional documents:

- Passport (Dependent)
- I-94 Admission Record (Dependent)
- Form I-20 or DS-2019 (Dependent)
- F-2 or J-2 Visa/Entry Stamp (Dependent)

Step 3: All F-1/J-1 students login to **YES** with your VUnet ID, and J-1 scholars navigate to your **ISSS Profile**, to update the following contact information:

- U.S. Phone Number (Home phone in YES)
- US Physical Address (Local (mailing) address in YES)
- Foreign Address (update in your **ISSS profile**)
- Emergency Contact Information (update in your **ISSS profile**)

This information is required before ISSS can report your arrival in SEVIS. Once you have completed all requirements, please click the **Submit** button to have them reviewed by an ISSS advisor. ISSS will be unable to register or validate your immigration record until after your submission.