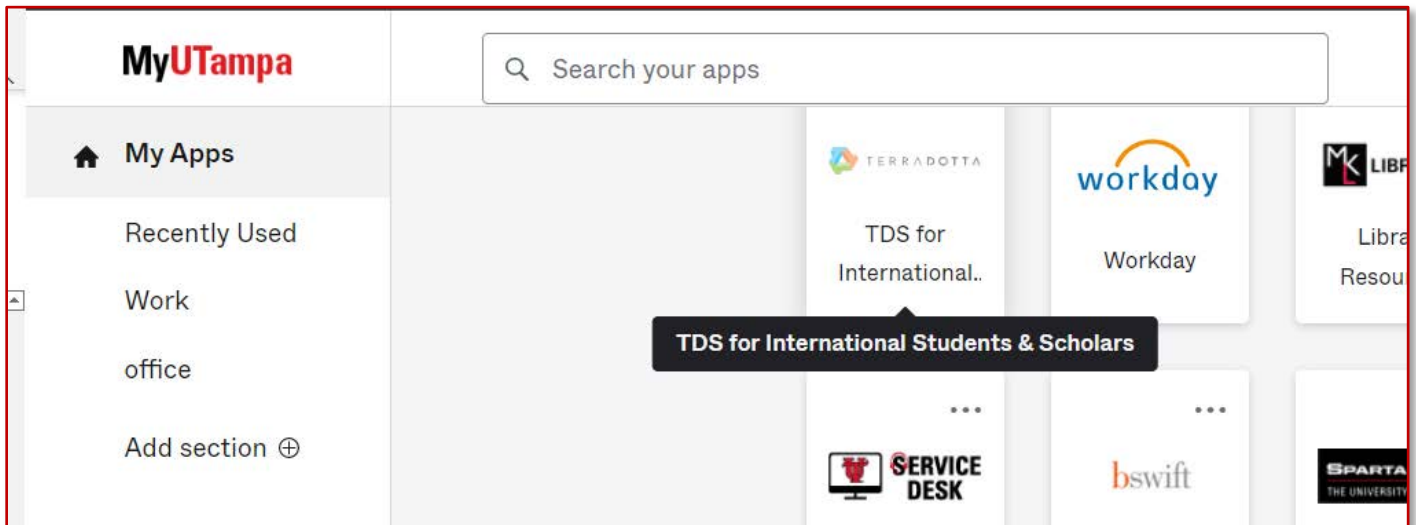
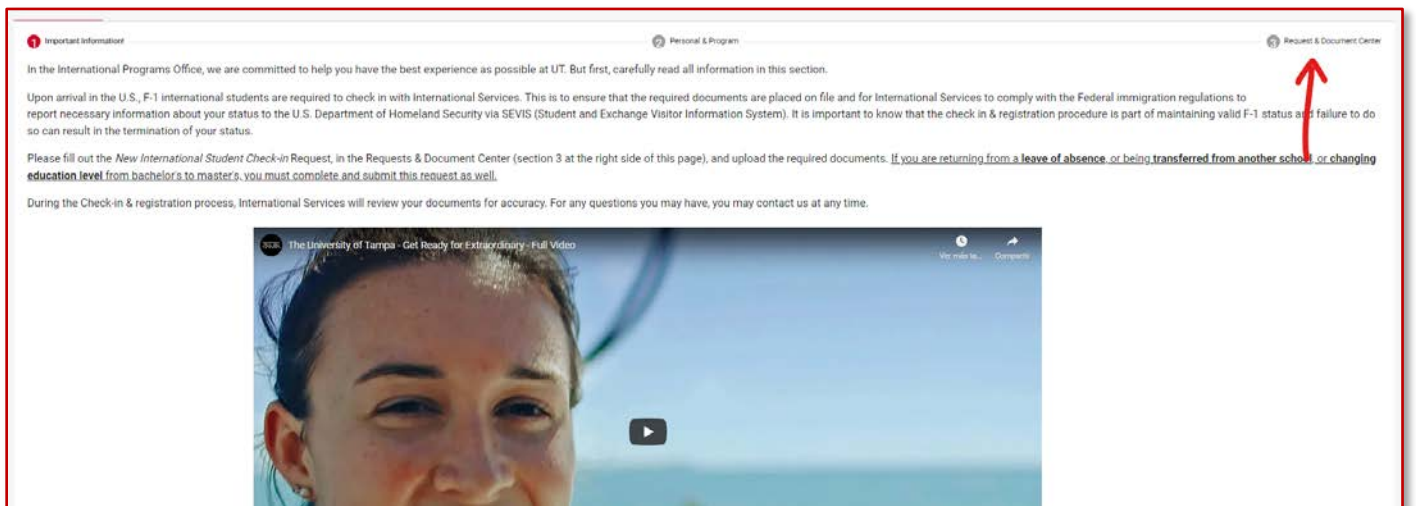


## New International Student Online Check-In Instructions

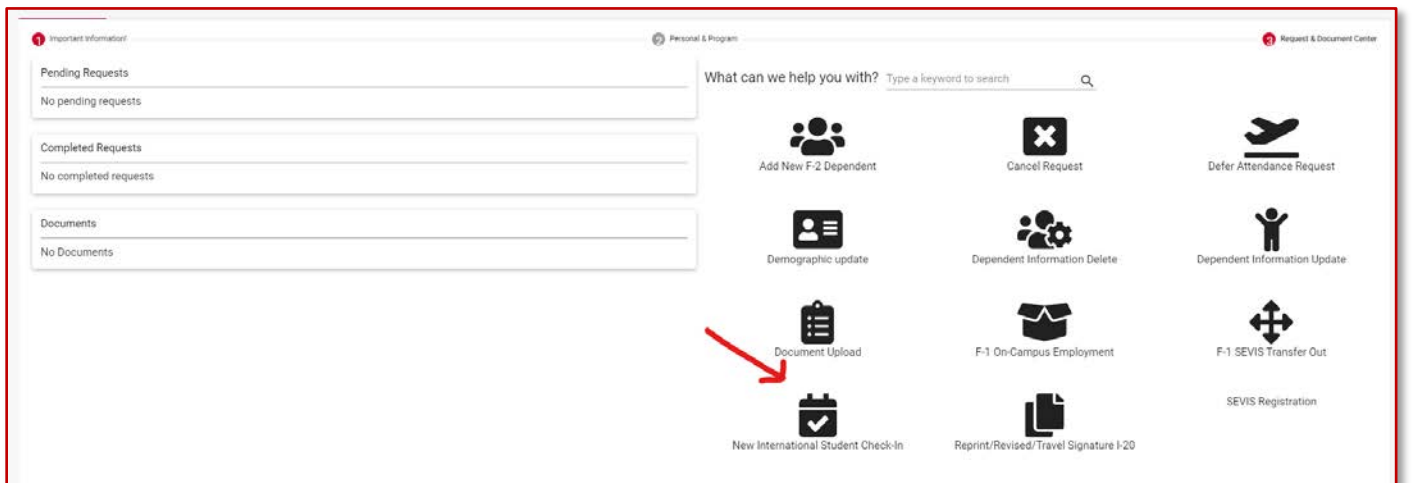
1. Go to MyUTampa and Look for TDS for International Students and Scholars.



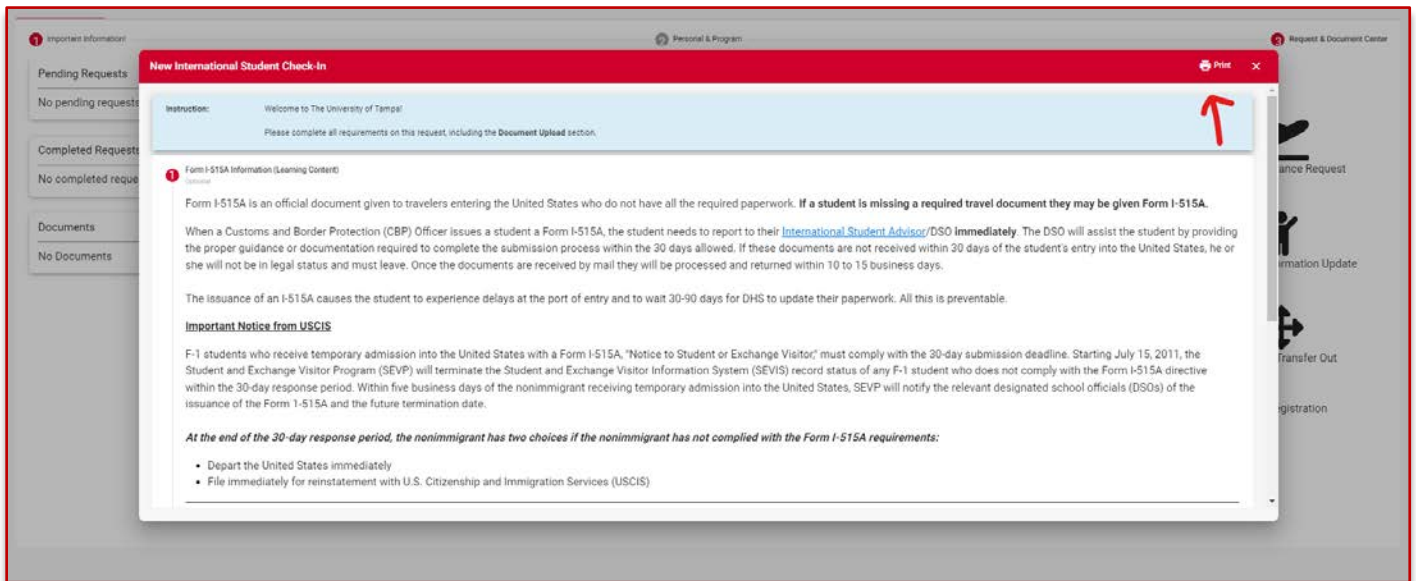
2. When you login, go to Section 3, to the right of the page, Request & Document Center.



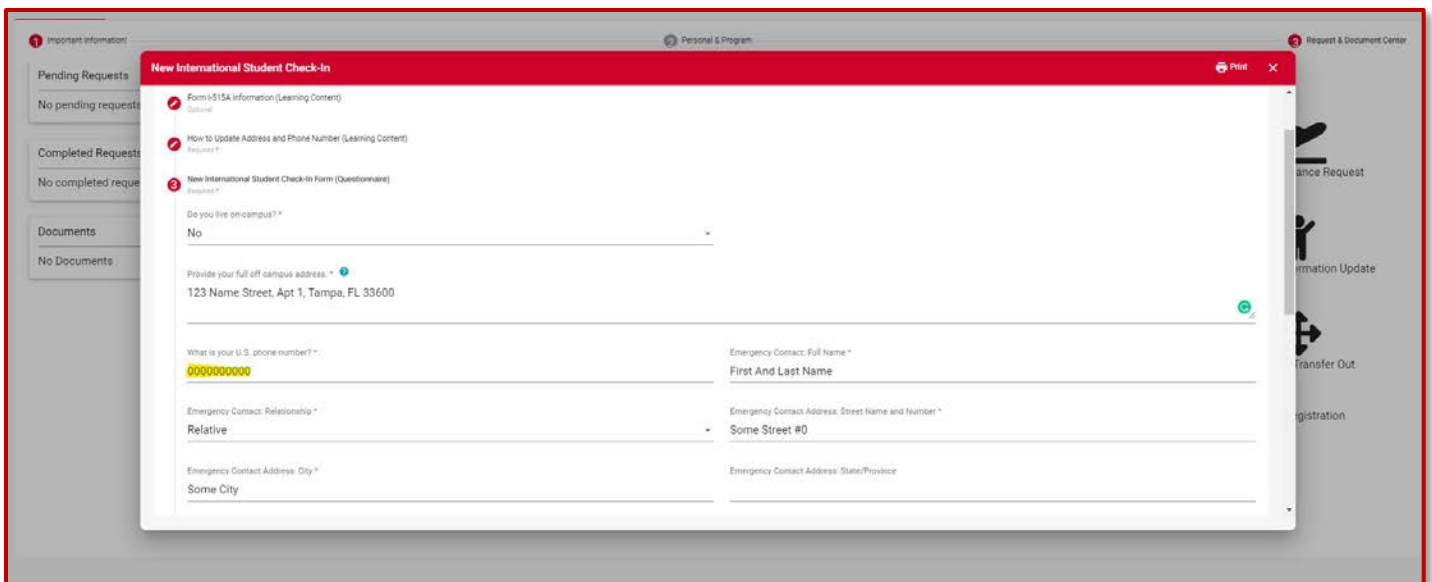
3. Once there, to the right you will find the requests icons. Click on the New International Student Check-In.



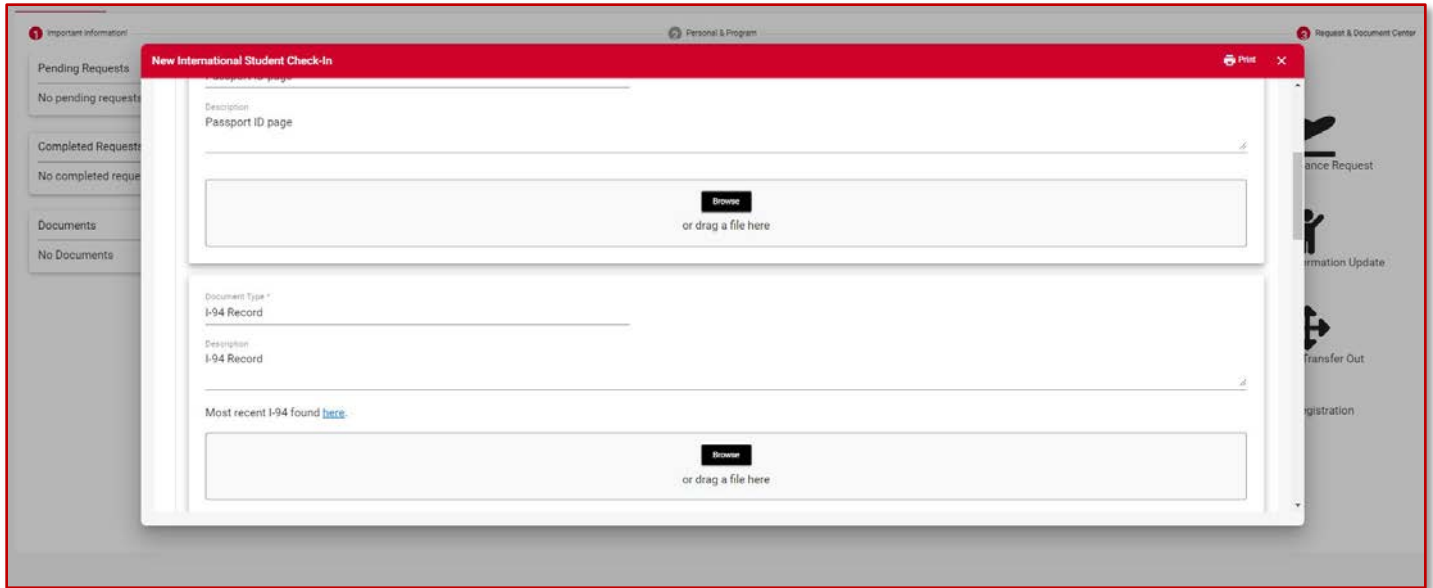
4. A pop-up window with the request will be launched. Read all the pertinent Learning Content. Do not get overwhelmed by all this information. Remember that you can always print it in a pdf, and it will also be available in our website.



5. Navigate through sections by hitting the Next Button. Fill out the Questionnaire on Section 3 with the information of the person you will consider as your Emergency Contact. That person can be in the US or in your home country. If you still don't have an US phone number, please just type ten zeroes (0000000000) but be ready to provide one in Workday no later than 2 weeks from the first day of class. Be mindful of the Address Format used in the US when filling that field if you live off-campus.



6. On section 4 you will upload your immigration documents. Please upload them in pdf format. Follow the link provided there to access your **Most Recent I-94**. Do not upload your Travel History, that is not what is needed. If you are changing status to F-1 from another type of visa, upload the Approval Notice in the space for the visa. If you are from Canada or Bermuda, just upload the stamp in your passport. If you have any dependents with you, upload all the documents in a single pdf file.



7. When you finish all the sections make sure you click the **Submit** button.