

# Document Upload Instructions

All students are required to submit copies of their immigration documents. Failure to submit proper documentation, will affect your academic and immigration status.

Please contact [iss@udayton.edu](mailto:iss@udayton.edu) or call 937-229-2748 with any questions.

**Immigration Document Upload Portlet** □ 🔍 ×

International Student & Scholar Services (ISSS) must have an up-to-date copy of your passport, visa, and I-94 on file. If you have F-2 or J-2 dependents, up-to-date copies of their passports, visas, and I-94s are also required.

Before uploading documents, please read [this guide](#) to learn more about our document requirements. The guide will show examples of what each document looks like and how they should be scanned.

**Important note: Photos of documents will not be accepted.** Please use a scanner.

**Student document upload**  
Use the upload buttons below to submit your (the student) documents. Upload dependent documents in the section below.

**My Passport**  
[Download a Copy](#)

**My Visa**  
[Download a Copy](#)

**My I-20**  
[Download a Copy](#)

**My I-94**  
 No file selected.

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**Dependent document upload**  
Upload dependent documents below. If you have more than one dependent, combine their files into one PDF. For example, if you have a F-2 wife and F-2 child, combine their passports into one file then upload using the Dependent Passport button below.

**My Dependents' Passport**  
[Download a Copy](#)

**My Dependents' Visa**  
 No file selected.

**My Dependents' I-20**  
 No file selected.

**My Dependents' I-94**  
[Download a Copy](#)

Step 1: Select "Browse" and choose a file from your computer.

Step 2: Select "Upload Selected File". Once the document is uploaded, it will tell say "Download a Copy". You can use this to download a copy of your document at any time.

Step 3: If you have dependents, combine all of their passports into one file and upload it. Do the same for visa, I-20, and I-94.

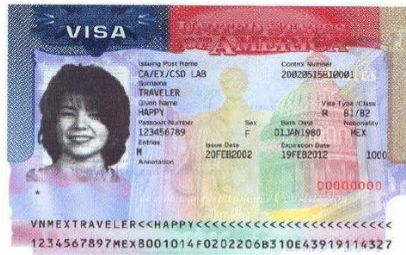
Step 4: If you see "Download a Copy" below each of the required documents, you are done!

# Sample Documents

Passport



Visa



I-20 (Page 1 and 3 only)

**DRAFT**

Page 1

**SEVIS**

Family Name: HAPPY First Name: HAPPY

Primary Major: Business

Student Employment Authorization: None

Division of Employment: None

Employer Name: None

Employer Location: None

Current Authorization: None Start Date: None End Date: None

**DRAFT**

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**SEVIS**

Family Name: HAPPY First Name: HAPPY

Primary Major: Business

Student Employment Authorization: None

Division of Employment: None

Employer Name: None

Employer Location: None

Current Authorization: None Start Date: None End Date: None

I-94

**ELECTRONIC I-94 EXAMPLE**

U.S. Customs and Border Protection  
Securing America's Borders

OMB No. 1625-0111  
Expiration Date: 11/05/2014

Get I-94 Number: I-94 F&Q

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: [REDACTED]

Admit Until Date (MM/DD/YYYY): 07/26/2016

Details provided on Admission (I-94) form:

Family Name: [REDACTED]

First (Given) Name: [REDACTED]

Birth Date (MM/DD/YYYY): [REDACTED]

Passport Number: [REDACTED]

Passport Country of Issuance: China

Most Recent Date of Entry (MM/DD/YYYY): 07/28/2013

Class of Admission: IHB

► Effective April 26, 2013, CBP began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR 5.1.4(d).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.