

## How to request a new initial I-20 online using TDS

The Office of International Programs has recently implemented an online portal, Terra Dotta, for international students to apply for certain benefits such as requesting a new I-20. Here are the instructions for how to access the online I-20 program extension application:

Click on the link below to go to the International Services TerraDotta system (TDS) to start your immigration check-in. <https://internationalservices.ut.edu>

1. At the first screen, click **“Email Login”**, you can login into TDS using your Spartan email address.
2. If you have issues logging in, please contact your International Student Advisor.



Please login to access your international profile, update your SEVIS record, or request benefits of immigration status. If you are an OPT student or J-1 scholar and have not already received a login, please request one from [international@ut.edu](mailto:international@ut.edu).

EMAIL LOGIN

UT ID LOGIN

1. Click **“Search Forms/Requests”**

Search Forms/Requests

2. Under **“New F-1 Students”** click **“Initial I-20 Request”**

### New F-1 Students

- **Initial I-20 Request** - for newly admitted international students, or students returning from a leave of absence less than one academic year. Once your I-20 has been issued, you will receive important pre-arrival information.

3. Click the term that you will be attending and click **APPLY**

### Available Terms

- Terms
- Fall, 2019
- Winter Intersession, 2020
- Spring, 2020

Apply

Cancel

4. Follow the instructions to complete your new initial I-20 request!

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### Instructions

Please complete all requirements on this page, including upload of the following Attached Documents:

1. Passport
2. Financial Documentation (see [Financial Information for International Students](#) for estimated costs. Please review [Acceptable Proof of Funds](#) guide for information on types of financial documentation that are acceptable for I-20 issuance)
3. [Affidavit of Support](#), from your sponsor. This is required for all students EXCEPT students sponsored by their Government, who only need to attach the Financial Guarantee letter

Once complete, please click the **Submit** button to have it reviewed by UT Office of International Programs.

If you are returning to UT from a leave of absence less than one academic year, your final requirement will be to register for classes full-time. Please contact your Academic Advisor for clearance to register and then proceed to enroll full-time (8 credits for graduate students, 12 credits for undergraduate students).

5. Make sure to upload all required documents in the “Attached Documents” panel, including your **sponsor’s bank statement or letter** (or financial guarantee letter) and the **affidavit of support form** completed and signed by your sponsor.

### 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 application by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

6. Read the “Learning Content” material and check “complete”

### Learning Content

Click the following to view, read, and mark these learning content pages as having been read.

Title	Completed
<a href="#">F-2 Dependent Overview</a>	<input type="checkbox"/>

7. Read and sign the F-1 Financial Certification of Understanding.

### Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Completed
<a href="#">F-1 Financial Certification Statement of Understanding</a>	<input type="checkbox"/>

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8. Answer the questionnaires.

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
F-2 Dependent Request Form	<input type="checkbox"/>
Immigration Information	<input type="checkbox"/>

9. Recommendations/Approvals. If you are returning to UT after a leave of absence, please disregard this section.

Recommendations/Approvals	
Requests	Completed
<b>SEVIS Transfer In (F-1)</b> (1 required) If you are currently a student attending another U.S. institution, you must show you are "in status" according to the terms of your visa before you are eligible for transfer.	

10. Make sure to click the "**Submit**" button at the top. This will automatically notify your International Student Advisor of your request

- Submit -

11. **Final Step - Class Registration:** If you are returning to UT after a leave of absence, you must contact your Academic Advisor for clearance to register for classes, and register for classes full-time before a new I-20 can be issued.