

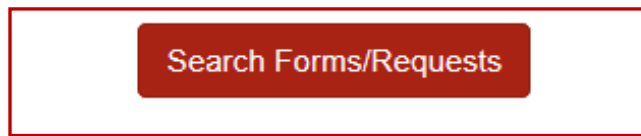
How To Complete the Required **New International Student Online Check-In**
Using Terra Dotta in your MyUTampa

To start your **New International Student Online Check-In** using TerraDotta system (TDS) you will:

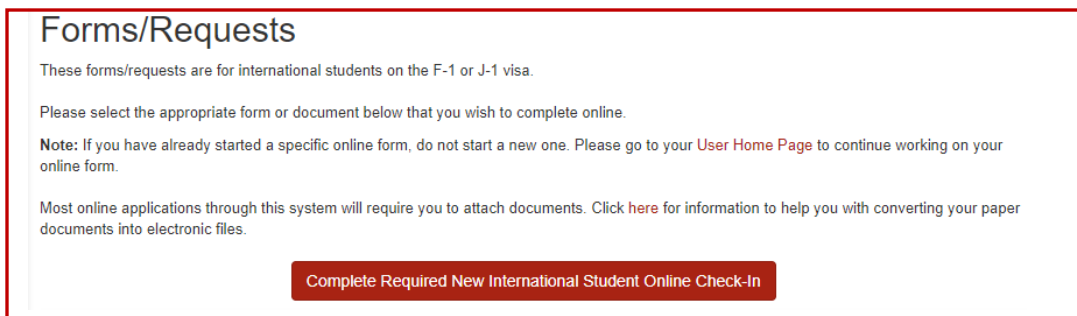
1. Log-in to your “[MyUTampa](#)” account
2. Click the app for TerraDotta system – TDS for International Student and Scholar Services



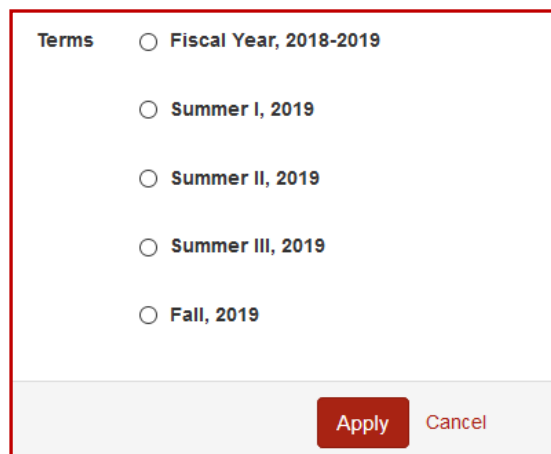
3. Click “*Search Forms/Requests*”



4. Then, click on the “*Complete Required New International Student Online Check-In*” button.



5. Choose the first semester or session at The University of Tampa, then click “*APPLY*”. Please note Summer III refers to the 12 weeks summer session.



6. On the left hand side of the screen you will see your name and term/year information.

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Your Name Here	
Request:	New International Student Online Check-In
Term/Year:	Spring, 2020
Deadline:	05/01/2020
Dates:	TBA

7. Follow the instructions in the **“Instructions”** section to complete the Immigration Check-in Process. Clicking on links will give you more information.

Instructions

Welcome to The University of Tampa! Please complete all requirements on this page, including upload of the following under Attached Documents:

1. Passport
2. I-94 Record, most recent
3. Visa (F-1/J-1) or I-797 Approval Notice for change of status to F-1/J-1 (Note: citizens of Canada and Bermuda are exempt.)
> Note: please do not upload a B visa.
4. Form I-20/DS-2019 all 3 pages in one file, signed by you, issued by UT
5. If you are traveling with any dependents (spouse and/or children on F-2 visa), please upload #1-4 above for each as well.

Click here for [Document Scanning Guidelines](#).

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

8. Next, you need to upload all required documents. Select each document from the drop down menu and upload it.

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.

No file selected.

9. Read the Learning Content session and mark them as completed once you are done.

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Learning Content	
Click the following to view, read, and mark these learning content pages as having been read.	
Title	Completed
Form I-515A Information	<input type="checkbox"/>
How to Get a Driver's License	<input type="checkbox"/>
Immigration Basics for F-1 Students	<input type="checkbox"/>
Office of International Programs Contact Information	<input type="checkbox"/>
Opening a Bank Account	<input type="checkbox"/>

10. Next, click on the link to the *International Student Responsibility Statement of Understanding* to sign it electronically.

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Completed
International Student Responsibility Statement of Understanding	<input type="checkbox"/>

11. Complete the **New International Student Check-In Form** and click on the “submit” button at the bottom of the page.

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
Immigration Check-in Form	<input type="checkbox"/>

12. Once you have complete all steps required for the Immigration Check-in, make sure to click on the “**SUBMIT**” button at the top of the Pre-Decision page.

- Submit -

IMPORTANT: You will also be required to show your original immigration documents to your International Student Advisor at the International Programs Office to complete the in-person Immigration Check-In.