

## How to submit a New Student Request through the ISSO Portal

1) Click on “New Student Request” under New Student Processes on the ISSO Portal [Forms page](#)

Forms

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Virtual OPT Workshop -  
Monday, August 10, 2020 at  
2:00 PM EST (US & Canada)

### Forms

Below is a list of requests for the International Students and Scholars Office (ISSO) that can now be completed through our ISSO Portal.

*Note: If you have already started a specific online form, do not start a new form as this will delay ISSO processing. Please go to your [User Home Page](#) to continue working on your online form.*

#### NEW STUDENT PROCESSES

- **New Student Request** - All admitted and deposited international students must provide additional information to the ISSO to determine if issuance of a Form I-20/DS-2019 is applicable.
- **Immigration Check-in** - All new students and exchange visitors must provide copies of U.S. immigration documents upon entry to the U.S. for ISSO records.

2) Log in by clicking on the “I am a new/current student or staff/faculty member at Clark”

## Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

☒ I am a new/current student or staff/faculty member at Clark.

☐ I am a student on post-completion practical training (OPT, STEM, AT) and have login credentials to this site that I received by email.

Submit

3) Sign in by using your Username (example: [JSmith@Clarku.edu](#)) and password



Sign in with your organizational account

Sign in

Please use your Clark University Email Address to sign in.

4) On the User Home Page: Available Request Terms, select Spring 2021 and click Create

## User Home Page : Available Request Terms

To create your record, select the term and year to which you are requesting. When you are ready to create the record, click on the 'Create' button at the bottom of the page.

**Available Terms**

Terms ☐ Fall, 2020

☒ Spring, 2021

Create Cancel



5) Read through the Instructions on your Record Page (Pre Decision) before proceeding through the required steps

## Instructions

Please complete the following steps:

1. Review and submit all questionnaires on this page.
2. Upload all the necessary documents:
  - **Passport**, most recent confirming your legal name
3. If necessary, request a SEVIS Transfer In recommendation:
  - **SEVIS Transfer In** (optional), if you are currently in F-1/J-1 status at another U.S. institution
4. Once complete, please click the **Submit** button at the top of this page to have this record reviewed.

**Note:** the ISSO is currently issuing I-20s electronically. If you are an F-1 student, your I-20 will get uploaded to your ISSO Portal account when it is ready. If you are a J-1 student, your DS-2019 will be sent to the foreign or U.S. mailing address listed on your [User Home Page](#). Please be sure to update your [ClarkYOU account](#) (U.S. mailing address) or submit a [Change of Address Form](#) to the [Registrar](#) (foreign address) if needed, before submitting this request.

6) Upload a copy (scanned or photo) of the biographical page of your passport

**Attached Documents**

The following files have been attached to your record. Click the filename to download the attached document.

No documents have been attached.

You can attach documents to this record by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

Choose File

No file chosen

- select document type - ▾

Upload

7) Complete the three Questionnaires: Dependent Request, Immigration Information, and New Student Request Form

**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. All questionnaires must be submitted to have your record reviewed.

Title	Completed
<a href="#">Dependent Request</a>	<input type="checkbox"/>
<a href="#">Immigration Information</a>	<input type="checkbox"/>
<a href="#">New Student Request Form</a>	<input type="checkbox"/>

1) Dependent Request:

- Answer the question: Do you plan to bring a spouse and/or dependent child while studying at Clark University? Click on Next after you make your selection (yes or no)

Dependent Request

User Name:

Abigail Nolan

Program:

New Student Request

Term:

Spring, 2021

Do you plan to bring a spouse and/or dependent child while studying at Clark University?

☐ Yes
☐ No

Next

- i. If yes, submit scans or photos of your dependents (spouse and/or child) biographical pages of as one single document. List your dependents city of birth with their full name (example: Jane Smith – Sydney). Answer the question, “Are you requesting to bring a J-2 dependent spouse?” NOTE: Most international students come to Clark on an F-1 visa. If you are unsure if you will have an F or J visa, please reach out to the ISSO ([ISSO@clarku.edu](mailto:ISSO@clarku.edu)). Click on “Submit” when after you’ve uploaded all your documents and answered all the questions. If you need to come back later to complete this section, click on “Save”.
- ii. If no, you will be taken back to the Record Page (Pre Decision).

Dependent Request:

Instructions:

A SEVIS Form I-20/DS-2019 will not be sent to any student or exchange visitor unless the ISSO has received official financial documentation, which includes additional funding for each dependent (see [Estimated Costs](#)).

(\*) Indicates the question is required.

1. Dependent Passport(s) (\*)

If you have more than one dependent, please upload one combined file which includes copies of all the biographical pages of your dependent(s) passports.

Upload a file

Drop file here

## 2. Dependent City of Birth (\*)

If you have more than one dependent, please list each dependent's full name and city of birth.

4000 characters left

## 3. Are you requesting to bring a J-2 dependent spouse? (\*)

If yes, please provide your J-2 spouse's email address. This email address must be different than your email address.

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. Please note that your questionnaire is not considered complete and cannot be reviewed until you click the **Submit** button to finalize your responses.

**Save** **Submit** [Cancel](#)

## 2) Immigration Information:

- a. Answer the question: Do you currently hold a U.S. visa? Click on Next after you make your selection (yes or no).

**Immigration Information**

User Name:	Abigail Nolan
Program:	New Student Request
Term:	Spring, 2021

Do you currently hold a U.S. visa?

☐ Yes ☐ No

**Next**

- i. If yes, upload a copy of your immigration documents (i.e., Form I-20, Form DS-2019, or hiring/invitation letter for employment-based visas), a copy of your most recent I-94 record, and a copy of your most recent visa stamp or I-797 Approval Notice.
- ii. If no, you will be taken back to the Record Page (Pre Decision).

**Immigration Information:**

Instructions:

Please provide the following documents for your current U.S. immigration status.

(\*) Indicates the question is required.

1. Immigration Document (\*)

Please upload a copy of your current immigration status document (i.e. Form I-20, Form DS-2019, or hiring/invitation letter for employment-based visas).

**Upload a file**

Drop file here

## 2. I-94 Record (\*)

Please upload a copy of your most recent I-94 card/number (see [I-94 Guide](#)).

Upload a file

Drop file here

## 3. Visa Stamp (\*)

Please upload a copy of your most recent visa stamp or [I-797 Approval Notice](#).

Upload a file

Drop file here

### 3) New Student Request Form:

- a. Answer the question: Do you need a U.S. visa to be a degree-seeking or short-term student at Clark? (Select yes even if you already have a U.S. F-1 or J-1 visa from another U.S. institution). Click on Next after you make your selection (yes or no)

New Student Request Form

User Name: Abigail Nolan

Program: New Student Request

Term: Spring, 2021

Do you need a U.S. visa to be a degree-seeking or short-term student at Clark? (Select yes even if you already have a U.S. F-1 or J-1 visa from an another U.S. institution)

☐ Yes ☐ No

Next

- i. If yes, submit one .pdf file with all financial support documentation (including your Clark University Affidavit of Support).
- ii. If no, you will be taken back to the Record Page (Pre Decision).

## 1. Financial Documentation (\*)

Please upload 1 PDF file with all financial support documentation for certification, including a signed [Affidavit of Support](#) if the funds are not in an account in your name.

Upload a file

Drop file here

## 8) SEVIS Transfer In:

- 1) If you are currently enrolled in F-1 or J-1 status, or recently graduated from college, university, or high school at an SEVP-Certified school in the United States, you may request to have your SEVIS record transferred to Clark from your previous institution. NOTE: Clark will only accept your SEVIS record if it is in Active status. If you are unsure if your SEVIS record is in ACTIVE status, please contact a DSO at your previous institution.

Recommendations	
Requests	Completed
<p><b>SEVIS Transfer In (1 required)</b> If you are a current F-1/J-1 student enrolled in or recently graduated from college, university or high school in the U.S., you must request confirmation from your current International Advisor.</p> <p>Please click the link below to request SEVIS record transfer from your current ARO/DSO in the Manual Entry section.</p> <p>- <a href="#">Request Electronic Recommendation</a></p>	
<i>1 or more required recommendations have not yet been requested.</i>	<input type="checkbox"/>

- a. Add the name, email address, and phone number of the DSO at your previous institution to send them an electronic request to transfer your SEVIS record to Clark.

**Manual Entry:**

To request a recommendation/verification from a non-Clark University staff member, enter the first/last name, email address, and phone number of the person in the fields below and click the 'Add User' button.

First Name:	Last Name:	Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone:		
<input type="text"/>		
<input type="button" value="Add User"/>		

- 2) If you are not currently in F-1 or J-1 status, you make skip this section.

9) After completing all of the steps above, you are now ready to submit your New Student Request to the ISSO. Click on the Submit button at the top of the Record Page (Pre Decision) to submit your request.

## Record Page (Pre-Decision)

This page shows current and required elements of your record in the pre-decision phase.

- Submit -

Abigail Nolan

Request: [New Student Request](#)

Term/Year: Spring, 2021

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

## Record Page (Pre-Decision)

This page shows current and required elements of your record in the pre-decision phase.

Your request has been successfully submitted. Please allow 5 business days (Monday through Friday) for processing and review. 08/11/2020 @ 08:24 AM EST

If you attempt to submit your request before completing all the required sections, you will receive an error message.

=Students.Application&Application\_ID=13317

isso.clarku.edu says

Your submission is INCOMPLETE. Please review your record to submit all required elements

- Please upload documents for all required document types.
- Please complete all questionnaires.

OK

record in the pre-decision phase.

- Submit -