1. **Activate your NetID.**
   To activate your NetID, simply visit [https://www.mynetid.wisc.edu/activate](https://www.mynetid.wisc.edu/activate) and follow the prompts. **You cannot move forward in your request process until this step is complete.**

2. **Navigate to** [https://terradotta.wisc.edu](https://terradotta.wisc.edu)

3. **Click on** **LOGIN** **at the top right-hand corner of the screen:**

![Login page](image)

4. **Login using your NetID & Password.** If the page above reappears, click on **Incoming Students** button. If it does not, just click on the Terra Dotta logo ( ) at the top left of the screen to be redirected to the page above. Click on the **Incoming Students** button.
5. Select admitting office Visiting International Student Program (and other Special Students):

Incoming Students
If you have been recently admitted or readmitted to study at UW-Madison as an F-1 or J-1 international student, select the office that most recently admitted you for next steps to request your I-20 or DS-2019 immigration document.

If you have already started your request, do not start a new one. Please go to your User Home Page to continue working on your existing request.

If you have not been officially admitted by UW-Madison, explore your admissions options and processes.

- Office of Undergraduate Admissions and Recruitment
- Graduate School Admissions
- Law School
- Medicine & Public Health
- Pharmacy
- Veterinary Medicine
- Visiting International Student Program (and other Special Students)
- English as a Second Language (ESL) Program
- Exchange Students
- International Student Services
6. Click on **New F-1 Student Request** under **Visiting International Student Program (and other Special Students)** header:

- **New J-1 Student Request (UW-Madison Departments)** - This must be submitted by the department on behalf of the student, to provide necessary information for issuance of a student’s Form DS-2019.

- **New F-1 Student Request** - International undergraduate and graduate students must provide additional information for issuance of your Form I-20 and one for any dependents (if applicable). Students enrolled at another school in the U.S. must also provide information about current F-1 status.

- **Immigration Check-in** - You must provide copies of your U.S. immigration documents upon entry to the U.S. for ISS records. Note: if you graduated from UW-Madison within the last 60 days, please talk to an ISS Advisor before completing this form.
7. Click either **Apply Now** button.
8. Click on Request, 2020 term, and then on Begin button.

9. You will be brought to a new screen with a series of tiles on it. Below please find instructions on what you need to do for each tile.

**YOUR NAME HERE**

- **Request:** New F-1 Student Request
- **Term/Year:** Request, 2020
- **Deadline:** 05/01/2020

**Applicant summary information:** No action necessary. Please ignore this deadline.
Instruction sheet: No action necessary. Please ignore the estimated expenses link, and instead refer to https://visp.wisc.edu/cost/ if you have any questions.

Instructions

1. Attach the following documents:
   - Copy of your passport page with your biographical information
   - Financial documentation that meets or exceeds the estimated expenses for your academic program. You may upload multiple documents if needed.
   - Affidavit of Support is required if any of your financial documentation is sponsored by a personal sponsor (family or friend)
2. Complete the Immigration Information questionnaire
3. Complete the Document Mailing Information: New Student questionnaire
4. If you plan to bring a spouse and/or child dependent to the U.S., complete the Dependent Request Form: Add Dependent questionnaire
5. If you are currently in the U.S. on an F-1 student visa with a valid I-20 at another college, university, or high school, or you will be in the U.S. on an F-1 student visa immediately before your program start at UW-Madison, you must complete the SEVIS Transfer In verification.
6. Complete the Financial Verification Form e-signature document
7. Complete the Personal Information Verification e-signature document
8. Review all information and click the Submit button at the top of the page.
Attached documents: Here, please upload your passport scan only. Your advisor will upload your bank/financial documents for you.

Questionnaire(s):

- **Affidavit of Support: New Student**: Click on link to complete. This question simply asks if you have financial support from another person/entity. If so, click yes and upload the scanned financial support affidavit. **Note**: Be sure to hit blue ‘Submit’ button at the bottom of this questionnaire after uploading your form. Hitting ‘Save’ will not complete this step.
- **Dependent Request form**: Are you bringing a dependent child or spouse to Madison with you? If so, you will need to fill out this form. If not, please ignore.
- **Immigration Information**: Are you currently in the United States on another visa? If so, enter information about this here.
Example completed questionnaire tile
Once your Questionnaires are complete they will likely look like this. If you have uploaded your affidavit of support but aren’t seeing a check box, go back in and hit the SUBMIT button.

Verifications: This is an optional tile only for students CURRENTLY studying in the United States at another US institution on an F-1 student visa. If this does not describe your situation please ignore this tile.
E-Signature Documents: Two pop up screens that ask you to read and click to sign digitally. No other actions are necessary on these forms.

10. Once all of the above steps are complete, you can hit the button at the top of the screen.