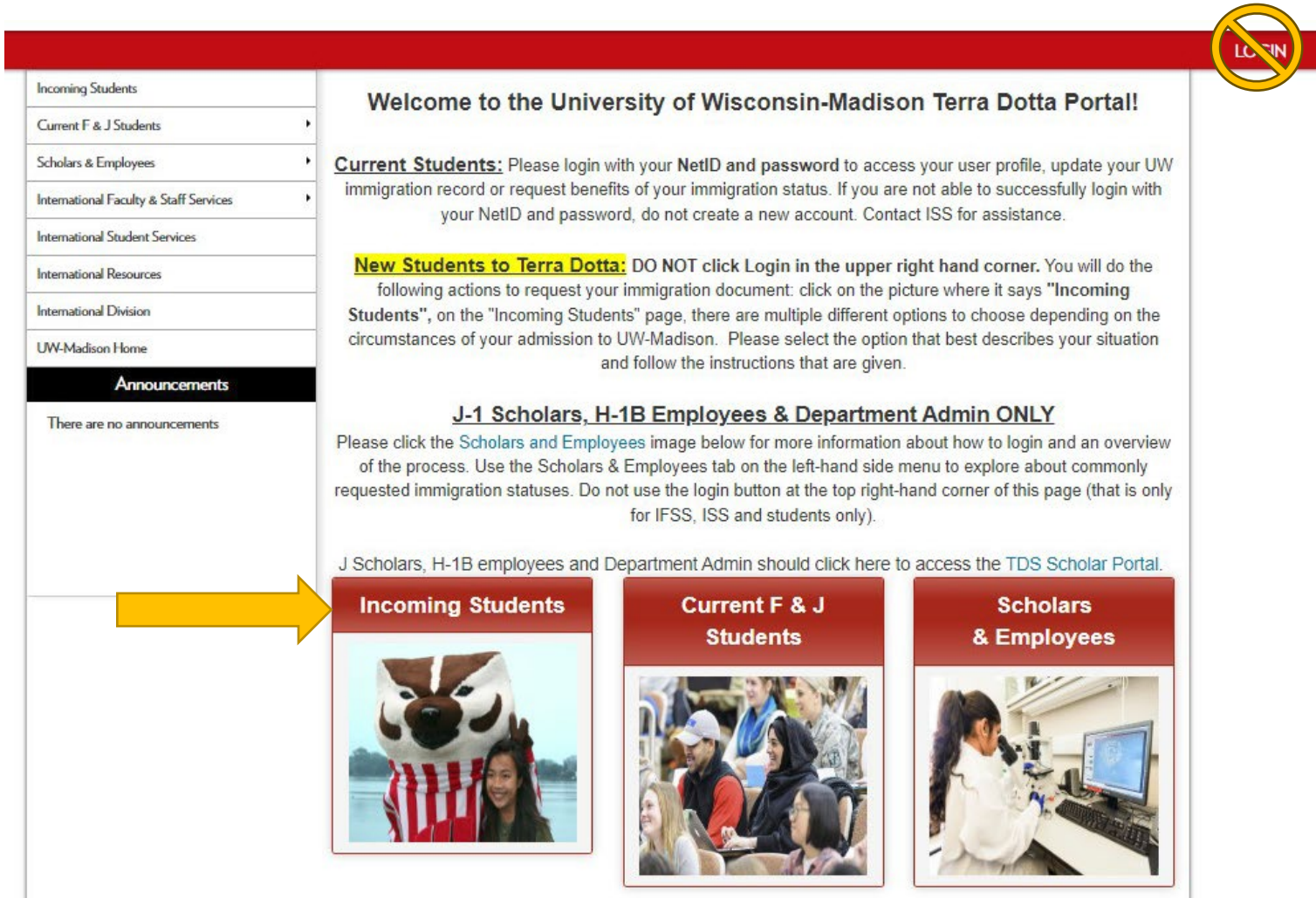


Instructions for Completing the Terra Dotta Immigration Document Request Process

Prepared for F-1 Visiting International Student Program / Other Special Students

1. Activate your NetID.
To activate your NetID, simply visit <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>
3. DO NOT click on the LOGIN button in the upper right corner.
Instead, click on the "Incoming Students" tile.



The screenshot shows the Terra Dotta Portal interface. At the top right, there is a red bar with a yellow circle containing a red 'X' over the word 'LOGIN'. The left sidebar contains a menu with the following items: Incoming Students, Current F & J Students, Scholars & Employees, International Faculty & Staff Services, International Student Services, International Resources, International Division, and UW-Madison Home. Below the menu is an 'Announcements' section with the text 'There are no announcements'. The main content area has a red header that reads 'Welcome to the University of Wisconsin-Madison Terra Dotta Portal!'. Below the header, there are three sections: 'Current Students' with instructions on logging in, 'New Students to Terra Dotta' with instructions on how to request an immigration document, and 'J-1 Scholars, H-1B Employees & Department Admin ONLY' with instructions on how to access the TDS Scholar Portal. At the bottom, there are three red tiles: 'Incoming Students' (with a yellow arrow pointing to it), 'Current F & J Students', and 'Scholars & Employees'. Each tile has a corresponding image: a student with a Bucky Badger mascot, a group of students in a classroom, and a student in a lab.

Welcome to the University of Wisconsin-Madison Terra Dotta Portal!

Current Students: Please login with your **NetID and password** to access your user profile, update your UW immigration record or request benefits of your immigration status. If you are not able to successfully login with your NetID and password, do not create a new account. Contact ISS for assistance.

New Students to Terra Dotta: DO NOT click Login in the upper right hand corner. You will do the following actions to request your immigration document: click on the picture where it says "Incoming Students", on the "Incoming Students" page, there are multiple different options to choose depending on the circumstances of your admission to UW-Madison. Please select the option that best describes your situation and follow the instructions that are given.

J-1 Scholars, H-1B Employees & Department Admin ONLY

Please click the [Scholars and Employees](#) image below for more information about how to login and an overview of the process. Use the Scholars & Employees tab on the left-hand side menu to explore about commonly requested immigration statuses. Do not use the login button at the top right-hand corner of this page (that is only for IFSS, ISS and students only).

J Scholars, H-1B employees and Department Admin should click here to access the [TDS Scholar Portal](#).

Incoming Students

Current F & J Students

Scholars & Employees

4. Click on **F-1 Visiting International Student Program I-20 Request**.

Incoming Students	<h2>Incoming Students</h2> <p>Congratulations on your admission or re-entry admission to UW-Madison! We are glad you chose to become a Global Badger! You can find more information on steps to follow to Become a Global Badger here!</p> <p>Step 1: Will you attend as an F-1 or J-1 student? Over 90% of our students come on an F-1 student visa. You can review our F/J comparison chart.</p> <p>Step 2: Which situation describes you? The most common options are listed in order below.</p> <p>Step 3: Click the link below that describes your situation. Read the instructions. Submit your request.</p> <h3>F-1 New Student – Request an Initial Attendance I-20</h3> <ul style="list-style-type: none">You are outside the U.S. applying for an F-1 student visa (citizens of Canada and Bermuda do not need to apply for an F-1 student visa, but you still need an I-20). Re-entry admission students are eligible. <h3>F-1 Visiting International Student Program I-20 Request</h3> <ul style="list-style-type: none">This request is only for Visiting International Student Program (VISP) students. If you are not a VISP student, please complete the F-1 New Student request.You are outside the U.S. applying for an F-1 student visa (citizens of Canada and Bermuda do not need to apply for an F-1 student visa, but you still need an I-20). Re-entry admission students are eligible. <h3>F-1 SEVIS Transfer-in Student – Request a Transfer Pending I-20</h3> <ul style="list-style-type: none">You study at a U.S. secondary or post-secondary institution as an F-1 student. Your current F-1 I-20 SEVIS record is in “active” status. The transfer of your current SEVIS record must be completed before the end of your 60-day grace period. Your last date of enrollment or I-20 program end date must be 5 months or less from the semester start date for which you are admitted.If you are on Optional Practical Training (OPT) or OPT STEM Extension, your last date of employment or maximum 90th day of unemployment must be 5 months or less from the start date of the semester for which you are admitted at UW-Madison.
Current F & J Students	
Scholars & Employees	
International Faculty & Staff Services	
International Student Services	
International Resources	
International Division	
UW-Madison Home	
Announcements	
There are no announcements	

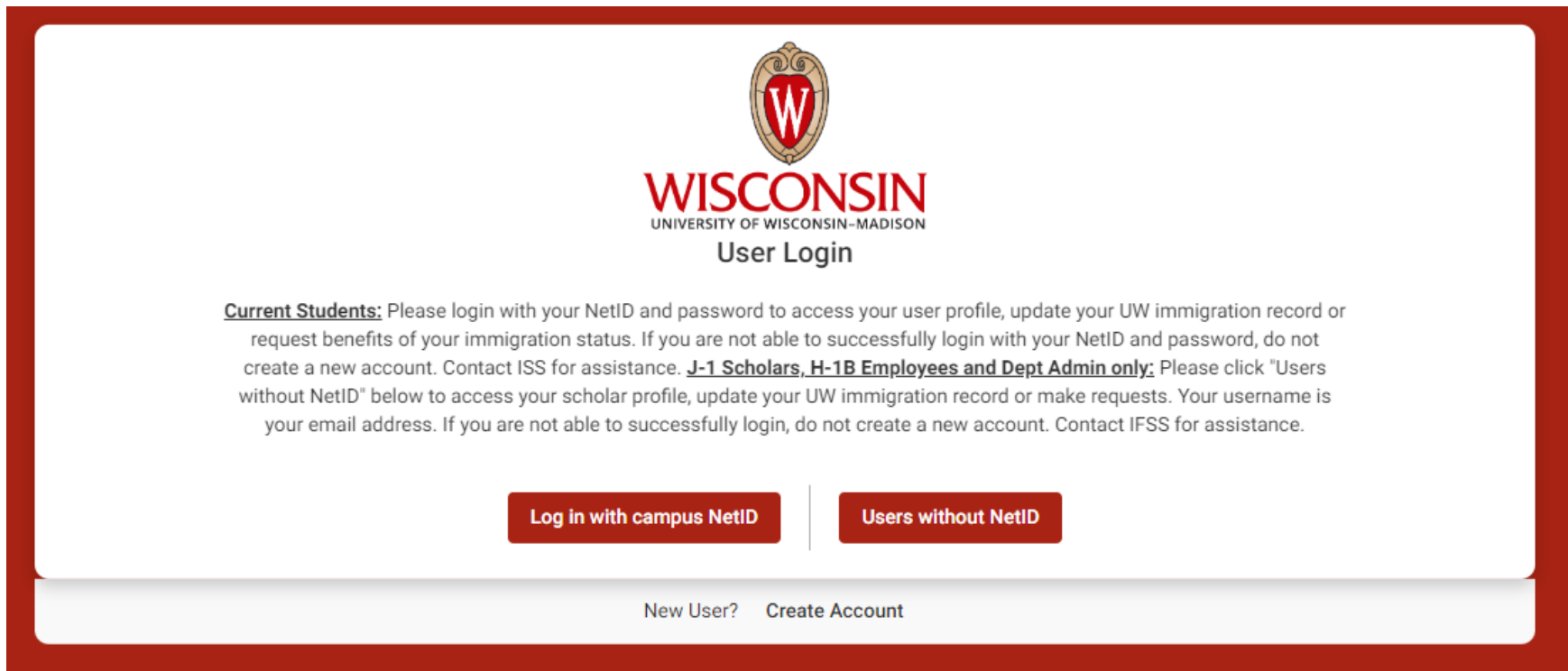
5. Click on 'Apply Now'

The screenshot shows a web application interface. On the left is a navigation menu with items: Incoming Students, Current F & J Students, Scholars & Employees, International Faculty & Staff Services, International Student Services, International Resources, International Division, UW-Madison Home, and Announcements. The main content area is titled 'Programs : Information' and contains a 'List All' button. Below this is a message box: 'This page contains information for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options.' The main heading is 'New F-1 VISP Student Request (General Program)' with a printer icon. A 'Terms: Request' field is followed by a yellow arrow pointing to an 'Apply Now' button. A second 'Apply Now' button is located at the bottom center of the page.

6. You will see this screen pop up. Click OK.

The screenshot shows a confirmation dialog box with a light blue background. The text reads: 'terradotta.wisc.edu says You are about to create a new record. Are you sure you wish to do this?'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

7. Login with your **campus NetID and password**.



The screenshot shows the 'User Login' page for the University of Wisconsin-Madison. At the top center is the university's crest, followed by the text 'WISCONSIN UNIVERSITY OF WISCONSIN-MADISON' and 'User Login'. Below this is a paragraph of instructions: 'Current Students: Please login with your NetID and password to access your user profile, update your UW immigration record or request benefits of your immigration status. If you are not able to successfully login with your NetID and password, do not create a new account. Contact ISS for assistance. J-1 Scholars, H-1B Employees and Dept Admin only: Please click "Users without NetID" below to access your scholar profile, update your UW immigration record or make requests. Your username is your email address. If you are not able to successfully login, do not create a new account. Contact IFSS for assistance.' At the bottom, there are two buttons: 'Log in with campus NetID' and 'Users without NetID'. Below these buttons is a link that says 'New User? Create Account'.

8. Select **Request 2024** term, and then on the **Continue** button.



The screenshot shows the 'Available Terms' page for the University of Wisconsin-Madison. At the top center is the university's crest, followed by the text 'WISCONSIN UNIVERSITY OF WISCONSIN-MADISON' and 'Available Terms'. Below this is the instruction 'Please select program options before continuing.' There is a dropdown menu labeled 'Select Term *' with 'Request 2024' selected. At the bottom, there are two buttons: 'Cancel' and 'Continue'. A yellow arrow points to the 'Continue' 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, 2024
Deadline:	12/31/2024

Applicant summary information: No action necessary. Please ignore this deadline.

Instructions, part 1 & 2: Please read carefully.

Instructions

If you want to complete this form later, you can access it again on the left side of your User Home Page under "Records." Your progress will be saved.

Welcome to the New F-1 Student Request for VISP Students. Please take the time to make sure you complete each step listed below in the order they are listed.

1. Complete the Questionnaires

- **Dependent Request Form:** If you plan to bring a spouse and/or child dependent to the U.S. If you do **not** plan on bringing a dependent select **No** on the first question.
- **Document Information:** ISS will provide you with a scanned copy of your new I-20. You can print this document out for visa interviews or travel purposes.
- **F-1 SEVIS Transfer-in Information:** This questionnaire is only required if you are transferring-in from another US Institution and you are currently on an F-1 visa. If you are not transferring from another US Institution, you will select **No** on the first question.
- **Financial Questionnaires:** The financial questionnaires help our office determine which type of funding you will be using for your immigration request. Please remember to take the time to locate all financial documents you will be using for your application and have them present when completing these questionnaires.
 - You must answer at least 1 financial questionnaire. You can complete more than one financial questionnaire, if necessary. You do not need to complete all financial questionnaires.
 - Our [Estimated Expenses](#) page provides you with more information on criteria and expenses for financial documents. (Note: Expenses for VISP programs is at the bottom of the page)

2. Upload Documents

- Copy of your **Passport Page** with your biographical information
- PDF of your **VISP Admissions Letter** with your program specific information
- (Optional) **Financial Documentation** if you need to add additional documents to your application

3. E-Signature Documents

- Complete the **Financial Verification Form** e-signature document
- Complete the **Personal Information Verification** e-signature document

4. Review all information and click the **Submit** button at the top of the page.

Note- If you need support completing this application at anytime, please send an information request to [Alexander Schirk](#) or [David Burnett](#) or [Eric Delgado](#) . You should only send one information request at a time.

Attached documents: Here, please upload your passport scan and bank document/scholarship letter(s), and a PDF or JPEG of your VISP admission letter which you received by email from your VISP advisor.

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 chosen

Sample VISP admission letter. If you cannot find yours in your email inbox, please contact your VISP advisor. Print this letter as a PDF or save as a JPEG and upload it to Terra Dotta.

From: YOUR VISP ADVISOR
Sent: DATE OF EMAIL
To: YOU
Subject: Congratulations!

IMPORTANT NOTE: If requesting a visa from UW you MUST print/save this email as a PDF and upload it to the Terra Dotta portal.

Dear Bucky Badger,

I am delighted to inform you that you have been admitted to our Visiting International Student Program at the University of Wisconsin-Madison. Your admission process to the university is now complete. This email should be considered your official program admission letter. Here are the details of your admission:

Admitted term: Fall semester 2024

Duration of VISP program: Academic Year 2024-25

Academic level: UIUL: Undergraduate level

Questionnaires:

Answer the questions in each of the questionnaires and hit SUBMIT when you are done with each item on this list. You can also click ‘Save’ if you might want to return and edit the information, but you still must hit SUBMIT to finalize your responses.

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
Dependent Request Form: Add Dependent (optional)	<input type="checkbox"/>
Document Information: New Student	<input type="checkbox"/>
F-1 SEVIS Transfer-in Information	<input type="checkbox"/>
Financial Questionnaire - Educational Loan Funding	<input type="checkbox"/>
Financial Questionnaire - Family, Friends, Company, Employer, or Government Sponsor Funding	<input type="checkbox"/>
Financial Questionnaire - Personal Funding	<input type="checkbox"/>
Financial Questionnaire - UW-Madison Funding	<input type="checkbox"/>

- **Dependent Request form: Add Dependent** If you are bringing a child or spouse with you to Madison on their own visas, complete that info here.
- **Document Information: New Student:** This questionnaire affirms that you understand that electronic I-20s are currently accepted by consulates and embassies in order to obtain a visa. You are confirming that you understand your I-20 will be delivered electronically.
- **F-1 SEVIS Transfer-in Information:** Are you currently in the United States on another school’s F-1 visa? If so, enter information about this here.
- **Financial Questionnaires:**
 - **Educational Loan Funding** - This is rare, but if you have a loan from home to cover your expenses you will enter that information here.
 - **Family, Friends, Company, Employer, or Government...** - Are you receiving funding for your program from one of these entities? If so you will upload the proof of this funding along with an affidavit of support, if required.
 - **Personal funding** – if your finding comes from your own bank document then you will upload your bank statement here.
 - **UW-Madison funding** – if you are receiving a VISP thematic track scholarship or similar, this should be entered on your VISP admission letter. You can reupload that document here.


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
Dependent Request Form: Add Dependent (optional)	<input type="checkbox"/>
Document Information: New Student	<input checked="" type="checkbox"/>
F-1 SEVIS Transfer-in Information	<input type="checkbox"/>
Financial Questionnaire - Educational Loan Funding	N/A
Financial Questionnaire - Family, Friends, Company, Employer, or Government Sponsor Funding	<input checked="" type="checkbox"/>
Financial Questionnaire - Personal Funding	<input checked="" type="checkbox"/>
Financial Questionnaire - UW-Madison Funding	N/A

Example completed questionnaire tile

Once your Questionnaires are complete the tile will likely look like this. In this example, the student has funding from their family and personal funds.

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.

E-Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Completed
Financial Verification Form	<input type="checkbox"/>
Personal Information Verification	<input type="checkbox"/>

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

Once your application is submitted, the status should say “Submitted-Under Review” then “Submitted-Under Review by Assigned Advisor” until the review has been completed. Please monitor the status in your TDS portal- if ISS has any questions or needs additional information from you, they will communicate with you through TDS.