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. Click on LOGIN at the top right-hand corner of the screen:
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. Click on F-1 New Student – Request an Initial Attendance I-20:

   **Incoming Students**

   Congratulations on your admission or re-entry admission to UW-Madison! We are glad you chose to become a Global Badger! The first step in the 8 Steps to Becoming an International Student at UW-Madison is to request your immigration document. Follow the steps below.

   **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.

   **Step 2:** Which situation describes you? The most common options are listed in order below.

   **Step 3:** Click the link below that describes your situation. Read the instructions. Submit your request.

   **F-1 New Student – Request an Initial Attendance I-20**

   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.

   **F-1 SEVIS Transfer-in Student – Request a Transfer Pending I-20**

   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.

   You can be inside or outside of the U.S. If you are outside the U.S. and your current F-1 visa is expired, you will need to apply for a new F-1 visa with your UW-Madison I-20.
6. Click on Request, 2022 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.

<table>
<thead>
<tr>
<th>YOUR NAME HERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request:</td>
</tr>
<tr>
<td>Term/Year:</td>
</tr>
<tr>
<td>Deadline:</td>
</tr>
</tbody>
</table>

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

1. Attach the following documents below:
   - 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.

2. Complete the Affidavit of Support: New Student
   - Affidavit of Support is required if any of your financial documentation is sponsored by a personal sponsor (family or friend)

3. Complete the Immigration Information questionnaire

4. Complete the Document Mailing Information: New Student questionnaire

5. If you plan to bring a spouse and/or child dependent to the U.S., complete the Dependent Request Form: Add Dependent questionnaire

6. 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.

7. Complete the Financial Verification Form e-signature document

8. Complete the Personal Information Verification e-signature document

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

Instruction sheet: No action necessary. Please ignore the estimated expenses link, as they are wrong, and instead refer to https://visp.wisc.edu/cost/ if you have any questions.
Announcements: No action necessary. This is where ISS announcements appear so you can review them.

Attached documents: Here, please upload your passport scan and bank document/scholarship letter.
### 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.
- **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.
- **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.
- **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 the tile will likely look like this. In this example, the student is self-funded so they did not upload an affidavit of support. If you did, you should see a check box instead of N/A.
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 Submit button at the top of the screen.