

Step by Step Process

<p>a. Go to UAccess Student Center</p> <p>b. Click on <i>Personal</i></p> <p>c. Select <i>Personal Summary</i> from the dropdown</p>													
<p>d. On the <i>Personal Summary</i> page, click on the <i>Lawful Presence</i> box</p>													
<p>e. On the <i>Lawful Presence Page</i>, select Complete now and attach documents</p> <p>Please Note: In-person document submission options are not currently available</p>													
<p>f. Go to Option 2 – Select Secondary Document A and select <i>Fall 2020 INTL Attestation</i> from the dropdown</p> <p>g. Use the <i>Attach Secondary Document A</i> link to attach your Attestation form AND the documents references IN the Attestation form</p> <p>The documents attached will show up at the bottom of the page</p>	<table border="1"> <thead> <tr> <th>Document Type</th> <th>Created</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>SecA</td> <td></td> <td>TEST_Attestation_form.docx</td> <td>View Attachment</td> </tr> <tr> <td>SecA</td> <td></td> <td>TEST_Attestation_Lawful_Presence_Document.docx</td> <td>View Attachment</td> </tr> </tbody> </table>	Document Type	Created	Description		SecA		TEST_Attestation_form.docx	View Attachment	SecA		TEST_Attestation_Lawful_Presence_Document.docx	View Attachment
Document Type	Created	Description											
SecA		TEST_Attestation_form.docx	View Attachment										
SecA		TEST_Attestation_Lawful_Presence_Document.docx	View Attachment										



<p>h. Go to Option 2 – Select Secondary Document B and select <i>Other Legal Presence Doc</i> from the dropdown</p> <p>i. Use the <i>Attach Secondary Document B</i> link to attach additional documents that demonstrate your lawful presence</p> <p>j. After attaching all documents for verification, click on <i>Submit Documents</i></p>	<table border="1"> <thead> <tr> <th>Document Type</th> <th>Created</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>SecA</td> <td></td> <td>TEST_Attestation_form.docx</td> <td>View Attachment</td> </tr> <tr> <td>SecA</td> <td></td> <td>TEST_Attestation_Lawful_Presence_Document.docx</td> <td>View Attachment</td> </tr> <tr> <td>SecB</td> <td></td> <td>TEST_document_B.docx</td> <td>View Attachment</td> </tr> </tbody> </table>	Document Type	Created	Description		SecA		TEST_Attestation_form.docx	View Attachment	SecA		TEST_Attestation_Lawful_Presence_Document.docx	View Attachment	SecB		TEST_document_B.docx	View Attachment					
Document Type	Created	Description																				
SecA		TEST_Attestation_form.docx	View Attachment																			
SecA		TEST_Attestation_Lawful_Presence_Document.docx	View Attachment																			
SecB		TEST_document_B.docx	View Attachment																			
<p>k. Once submitted, the confirmation page will appear. Click on the ► to ▼ see documents submitted</p>	<table border="1"> <thead> <tr> <th>Primary Document</th> <th>Effective Date</th> <th>07/27/2020</th> </tr> </thead> <tbody> <tr> <td>Secondary Document A</td> <td>Fall 2020 INTL Attestation</td> <td>Sequence # 1</td> </tr> <tr> <td>Secondary Document B</td> <td>Other Legal Presence Doc</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Created</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>07/27/2020 10:44:42AM</td> <td>TEST_Attestation_form.docx</td> <td>View Attachment</td> </tr> <tr> <td>07/27/2020 10:44:42AM</td> <td>TEST_Attestation_Lawful_Presence_Document.docx</td> <td>View Attachment</td> </tr> <tr> <td>07/27/2020 10:44:42AM</td> <td>TEST_document_B.docx</td> <td>View Attachment</td> </tr> </tbody> </table>	Primary Document	Effective Date	07/27/2020	Secondary Document A	Fall 2020 INTL Attestation	Sequence # 1	Secondary Document B	Other Legal Presence Doc		Created	Description		07/27/2020 10:44:42AM	TEST_Attestation_form.docx	View Attachment	07/27/2020 10:44:42AM	TEST_Attestation_Lawful_Presence_Document.docx	View Attachment	07/27/2020 10:44:42AM	TEST_document_B.docx	View Attachment
Primary Document	Effective Date	07/27/2020																				
Secondary Document A	Fall 2020 INTL Attestation	Sequence # 1																				
Secondary Document B	Other Legal Presence Doc																					
Created	Description																					
07/27/2020 10:44:42AM	TEST_Attestation_form.docx	View Attachment																				
07/27/2020 10:44:42AM	TEST_Attestation_Lawful_Presence_Document.docx	View Attachment																				
07/27/2020 10:44:42AM	TEST_document_B.docx	View Attachment																				
<p>l. After submission, the Office of the Registrar will review your documents and process your request for Lawful Presence</p>																						