Step by Step Process

a. Go to **UAccess Student Center**

b. Click on **Personal**

c. Select **Personal Summary** from the dropdown

d. On the **Personal Summary** page, click on the **Lawful Presence** box

e. On the **Lawful Presence Page**, select **Complete now and attach documents**

Please Note: In-person document submission options are not currently available

f. Go to **Option 2 – Select Secondary Document A** and select **Fall 2020 INTL Attestation** from the dropdown

g. Use the **Attach Secondary Document A** link to attach your Attestation form and the documents references IN the Attestation form

The documents attached will show up at the bottom of the page
h. Go to **Option 2 – Select Secondary Document B** and select **Other Legal Presence Doc** from the dropdown

i. Use the **Attach Secondary Document B** link to attach additional documents that demonstrate your lawful presence

j. After attaching all documents for verification, click on **Submit Documents**

k. Once submitted, the confirmation page will appear. Click on the ▶ to ▼ see documents submitted

l. After submission, the Office of the Registrar will review your documents and process your request for Lawful Presence