

Step-by-Step Guide Uploading Financial Documents for Form I-20 in the Application Portal

Step 1: Download and complete the **I-20 Application and Affidavit of Support** (instructions on how to complete are sent via email) or go to this link to download the application form: <u>https://www.montclair.edu/global/how-to-apply-for-a-form-i-20/</u>

Step 2: <u>UNDERGRADUATE STUDENTS</u>: Go to <u>https://apply.montclair.edu/apply/</u> and log in using the credentials that were previously created to access the application.

<u>GRADUATE STUDENTS</u>: Go to <u>https://graduate.montclair.edu/apply/</u> and log in using the credentials that were previously created to access the application.

Application Management

Returning users:

First-time users: Create an account to start a new application.

Step 3: <u>GRADUATE STUDENTS</u>: After you log in, click Next Steps.



Welcome to Montclair State University, Seth!



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<u>UNDERGRADUATE STUDENTS</u>: After you log in, scroll down the page to see the Student

Checklist.



Application Checklist

Below is a list of application requirements needed to complete your record. Documents can be sent by your institution electronically or mailed to:

Montclair Sta Undergradua 1 Normal Ave Montclair, NJ	ate University te Admissions Office 9 1 07043	
Status	Details	Date
✔ Received	High School Transcript for High School Transcript	05/27/202
✔ Received	Personal Statement/Essay	05/26/202
✓ Waived	TOEFL or IELTS or Duliongo Scores	05/05/202
✔ Received	Recommendation from Anna Pounder, St. Joseph's Convent, Port of Spain Submitted on 05/09/2020.	05/09/202
✔ Received	Recommendation from Dayle Gray, Chesterfield College Submitted on 05/19/2020.	05/19/202
Received	Essay/Personal Statement	05/23/202
Received	Passport Copy	05/11/202

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Step 4: A list of documents that need to be uploaded will be visible in the Student Checklist (both undergraduate and graduate). A copy of the passport, financial documents, and application for Form I-20/Affidavit of Support will have to be uploaded to fulfill this requirement.

Graduate Ac	cepted Student Checklist			
Please note: It may take 24-48 hours for you to receive your NetID upon confirming your acceptance.				
Status	Details	Date		
🗙 Awaiting	Confirm your acceptance			
🗙 Awaiting	Pay your enrollment deposit			
🗙 Awaiting	Application for Form I-20 or DS-2019/Affidavit of Support			
🗙 Awaiting	Financial Documents/Letter of Sponsorship			
🗙 Awaiting	Set up your NETID			
🗙 Awaiting	Submit Immunization Records			
🗙 Awaiting	Register for classes			
🗙 Awaiting	Review Academic and Enrollment Policies			
✓ Received	Official Transcript for Mannes College of Music	04/17/202		
🗙 Awaiting	Passport Copy			

Step 5: To upload a document (undergraduate or graduate), select the document type from the drop-down menu; click **Choose File** to select the appropriate document; then, click **Upload**.

As an internationa time in the U.S. If University.	al student pursuing a degree program, you likely need to apply for an F-1 student visa, which allows foreign nationals to study full you already have an active F-1 student visa status, you will need to have your existing F-1 record transferred to Montclair State
To apply for an F- admission. You	1 student visa or to transfer your existing F-1 record, it is required that you apply for an I-20 in addition to your application for the prime of the submission form below, including:
 Application Financial D Passport (t We have received 04/17/202: 04/17/202: 04/15/202: 04/15/2023: 	rm I-20 or DS-2019/Affidavit of Support Ints/Letter of Sponsorship Inical/information page only) Illowing documents from you: AM - GR Unofficial Transcript for Review: Thes College of Music AM - Resume AM - Resume N-56 AM - Statement of Purpose
Application for Ft Copy of Visa Financial Docum Passport Resume Statement of Pur Transcript Unoffi Unofficial Transc	Choose File No file chosen Upload orm I-20 or DS-2019/Affidavit of Support Ist. ents/Letter of Sponsorship pose cial ript

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Step 6: When the documents are uploaded, a green check mark will appear next to the item.

Once the I-20 is issued, the student will be notified by email letting them know that it is now available for download.

Questions? Contact Office of Global Engagement: global@montclair.edu