

Instructions for SEVIS Registration online



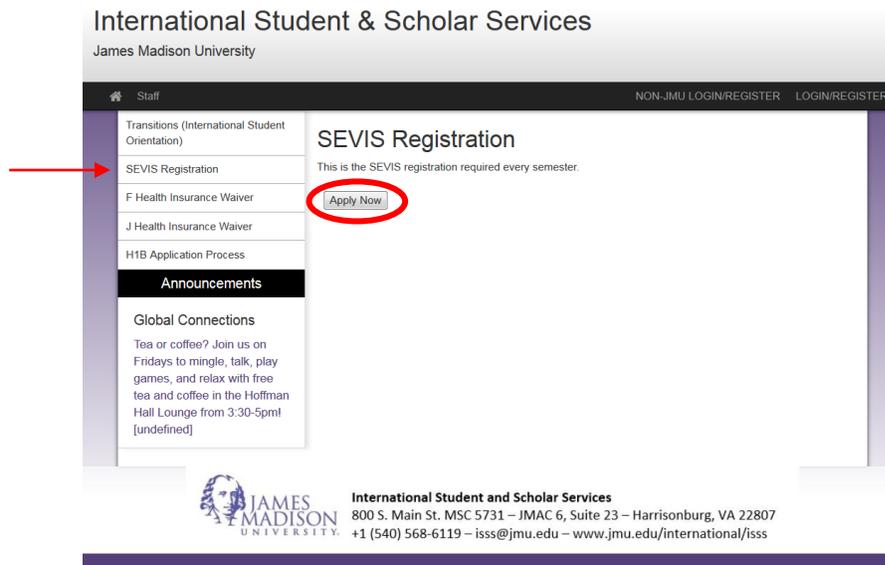
Take pictures on your cellphone or scan of **1-** your passport biographical page, **2-** your visa sticker, **3-** the most recent entry stamp, and **4-** page one and two of your I-20 form.

Save these documents on your computer and label the files so you can find them easily.



Click on this link to begin: <https://jmu-iss.terradotta.com/>

Click on **“SEVIS Registration”** in the left-hand column, then click **“Apply Now”**



International Student & Scholar Services
James Madison University

Staff NON-JMU LOGIN/REGISTER LOGIN/REGISTER

Transitions (International Student Orientation)
SEVIS Registration
F Health Insurance Waiver
J Health Insurance Waiver
H1B Application Process

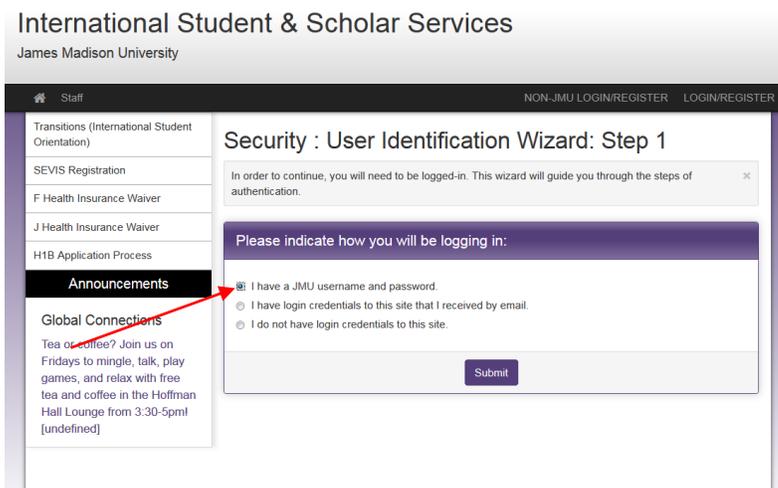
Announcements

Global Connections
Tea or coffee? Join us on Fridays to mingle, talk, play games, and relax with free tea and coffee in the Hoffman Hall Lounge from 3:30-5pm! [undefined]

SEVIS Registration
This is the SEVIS registration required every semester.
Apply Now

International Student and Scholar Services
800 S. Main St. MSC 5731 – JMAC 6, Suite 23 – Harrisonburg, VA 22807
+1 (540) 568-6119 – iss@jmu.edu – www.jmu.edu/international/iss

Select **“I have a JMU username and password”** and then click **“Submit”**



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Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

I have a JMU username and password.
 I have login credentials to this site that I received by email.
 I do not have login credentials to this site.

Submit

Type in your **JMU username** (eID) and **JMU password**

JAMES MADISON UNIVERSITY.

Login to Terra Dotta Software SP
for James Madison University

Username

abcdefghi

Password

••••••••

Don't Remember Login

Clear prior granting of permission
for release of your information to this
service.

Login

Select the **current semester** under Available Terms, then click **“Apply”**

International Student & Scholar Services

James Madison University

Applicant - Profiles - Applicants - Programs - Process - Site - Settings - Marlana Meikrantz

Your Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

Available Terms

Terms ● Fall, 2016

Update Cancel

TERRADOTTA
(POWERED BY)

Next, you will see the SEVIS Registration application page.

This is the SEVIS Registration application page.

There are 3 main sections that you need to complete:

1. Application Questionnaire(s)
2. Attached Documents
3. Signature Documents

→ Complete all sections by the deadline listed on the application page, in the top left box. Application instructions are also given.

International Student & Scholar Services
James Madison University

Applicant - Profiles - Applicants - Programs - Process - Site - Settings - Marlena Meikrantz

Program Application Page (Pre-Decision)

This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete

Marlena Meikrantz	
Program:	SEVIS Registration
Term/Year:	Fall, 2016
Deadline:	09/16/2016
Dates:	07/24/2016 - 09/16/2016

Application 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	Received
SEVIS Registration - Student	<input type="checkbox"/>

Application Instructions

All international students are required to verify their information each semester in order for JMU to register their record in SEVIS. Students will need to review their profile information in this system by navigating to their Applicant Home page, clicking the "Edit Profile" button and following these instructions:

- For the following, the student will review the information in from the Edit Profile Page, Address tab. If either address or phone number needs updating, the student will make the update in MyJMadison. After the update is complete in MyJMadison, it will automatically update this system the following business day.
 - o Phone Number
 - o Local Address
 - o Home Address

After that information has been reviewed and updated, in order to complete the SEVIS registration process, the student will complete the "SEVIS Registration - Student" Questionnaire, submit the required signature documents and upload copies of their:

- Passport Biographical Page
- Visa *"unless you are Canadian who do not receive the visa sticker in passport"*
- Entry Stamp page in Passport.

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
SEVIS Registration: Information Verification	<input type="checkbox"/>

Dates

Start Date:	07/24/2016
End Date:	09/16/2016

Attached Documents

The following files have been attached to your application. 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 selected.

STEP 1: Under *Application Questionnaire(s)* on, click on “**SEVIS Registration – Student**”

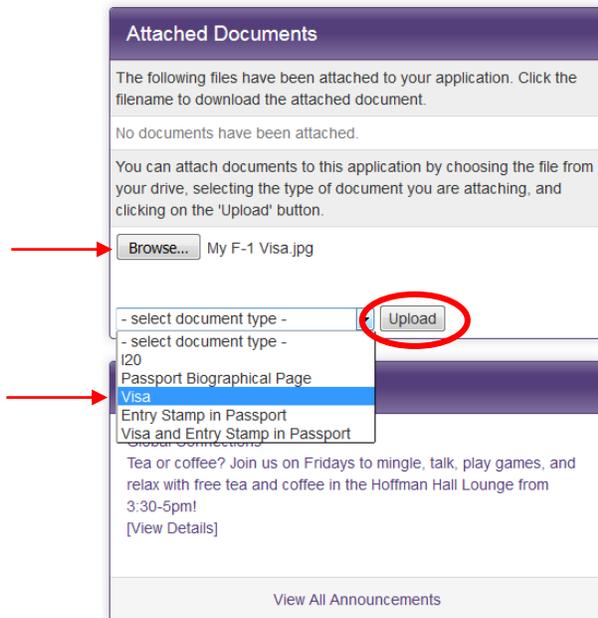
1. Enter the **date** when you most recently entered the US. (If you don't remember, check your passport for the most recent entry stamp or your [I-94 record](#).)
2. Select “**Yes**” or “**No**” to the question ‘*Is this your last semester at JMU?*’
 - Selecting “Yes” means that you will graduate at the end of the current semester.

Then click “**Submit.**”

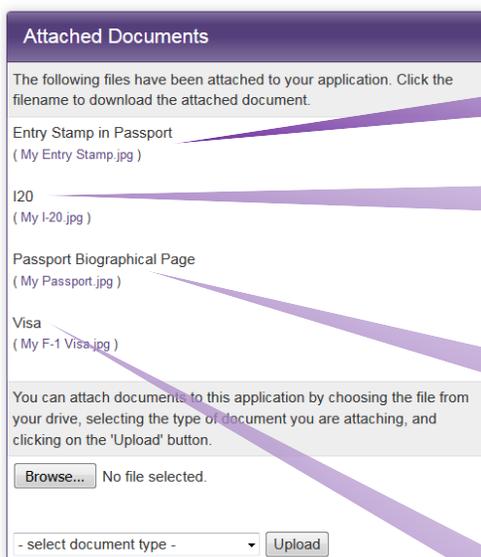
The screenshot shows the 'International Student & Scholar Services' website for James Madison University. The page title is 'Application Questionnaire Form'. A navigation bar at the top includes 'Applicant', 'Profiles', 'Applicants', 'Programs', 'Process', 'Site', and 'Settings'. The user 'Marlena Meikrantz' is logged in. A message box at the top says: 'Please carefully review all fields before making any submission. You can also save this questionnaire and submit it at a later time.' Below this is a section titled 'SEVIS Registration - Student' with the following details: Applicant Name: Marlena Meikrantz; Program: SEVIS Registration in Harrisonburg, VA, United States; Term of Study: Fall, 2016. A warning message states: 'WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.' The main form area is titled 'SEVIS Registration - Student' and includes a note: '(*) Indicates the question is required.' The first question is '1. When did you last enter the U.S.? (*)' with a sub-instruction 'Please select the date of last entry to the U.S.' and a date input field containing 'mm/dd/yyyy'. The second question is '2. Is this your final semester at JMU? (*)' with a dropdown menu showing 'Please select one'. At the bottom of the form are three buttons: 'Save', 'Submit', and 'Cancel'. The 'Submit' button is circled in red. Two red arrows on the left point to the date input field and the dropdown menu for the second question.

STEP 2: Under Attached Documents, click on "Browse"

1. Attach the pictures/scans of your documents (**passport bio page, visa sticker, entry stamp, and I-20**) that you took with your cellphone or scanned. After you select it, you will see it listed on the screen next to the "Browse" button.
2. Then select what type of document it is from the drop down menu below: I-20, Passport biographical page, Visa, or Entry Stamp. Then click **"Upload."**
 - If your most recent entry stamp is on the same page as your visa sticker, select **"Visa and Entry Stamp in Passport."**



Repeat the steps above until you have your passport bio page, your visa sticker, your most recent entry stamp, **AND** your I-20 form uploaded to your SEVIS Registration Application.



STEP 3: Under *Signature Documents*, click on “**SEVIS Registration – Information Verification**” and a new window will appear.

1. **Read carefully** and return to your profile to check your address, phone number, and major, if needed.
 - If it is incorrect, log in to [MyMadison](#) and update the incorrect information. MyMadison will update your profile in the system overnight and changes will appear the following business day.
2. Once you have verified that all of your information is correct, click “**Click here to sign digitally**”

SEVIS Registration: Information Verification

Meikrantz, Marlena (SEVIS Registration, Fall, 2016)

[Print](#) [Cancel](#)

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 - o Phone Number
 - o Local Address
 - o Home Address

By signing this document, I verify that my major, phone number and addresses are up-to-date and accurate. I also verify that I have uploaded copies of my Passport Biographical Page, Visa*, and Entry Stamp page in Passport and submitted the required Questionnaire "SEVIS Registration - Student."

*unless you are Canadian who do not receive the visa sticker in passport

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

Applicant Name: Marlena Meikrantz

Date: 07/25/2016

[CLICK HERE TO SIGN DIGITALLY](#)

If you are unable to digitally sign the document, print and sign it, then submit the paper form to the ISSS office.

3. Another window will appear and click “**Accept**” to digitally sign.

Electronic Signature

I understand that I am signing a legal document. By clicking "Accept", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.

[Accept](#) [Cancel](#)



That's it! You're all done! ISSS will be in touch with you if there are any issues with your registration.