

# DOCUMENT VERIFICATION UPLOAD INSTRUCTIONS

GO TO MY LYNN AT: [WWW.LYNN.EDU/MYLYNN](http://WWW.LYNN.EDU/MYLYNN)

Click on Academics>International Student Services> International Student Portal Link

myLYNN

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Online check-in is now available and mandatory for all new and returning students. Review and confirm your information for the Fall 2021 semester on the [CheckList tab](#). Please remember to "Login" to access the CheckList screen.

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## International Student Services

### Who we are



### International Programs and Services (IPS)

The International Programs and Services Office supports the mission and values of Lynn University by providing comprehensive and specialized services for the international student population. Serving as the central point of contact for all international students, the International Programs and Services Office strives to provide timely, accurate and effective advising and assistance while ensuring compliance with U.S. immigration laws and regulations.

All of the IPS forms are now online! Log in to the student portal and submit updated documents or request services.

- International Student Portal link: <https://international.lynn.edu>

Click on the blue LOGIN button and log in with your Lynn email address and password

INTERNATIONAL STUDENT PORTAL

LYNN

## WELCOME TO LYNN'S INTERNATIONAL STUDENT PORTAL

Your one-stop for services as an international student.

### Full Services Access for International Students

For full access to your international student portal and to request services, please log in.

**Login**

A network ID and password are required.

### Limited Services Access for Prospective Students

For prospective students who do not yet have university network access.

[Limited Guest Access](#)

Secure Online Session

Click on Orientation> Document Verification and fill out the required information

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## Document Verification

(\* Information Required)

**FOR STUDENT WHO ARE IN THE US ONLY!**

Below is information and documentation that is required for your SEVIS (immigration) record. Some information you can enter before traveling to the USA and other information will be available after your arrival. **Please complete this form before orientation so that the hold on your student record can be removed.**

**US CONTACT INFORMATION**

You may not have this until after you arrive - update this information as soon as it is available. Even if you are in a temporary location like a hotel, please enter the address where you are staying.

**Will you be living on-campus?\***

Yes  No

**Do you have a US Phone Number?\***

Yes  No

**Personal Email Address\***

**FOREIGN/HOME COUNTRY CONTACT INFORMATION**

Address line 1 (street # and name if applicable):\*

Address line 2:

Province/Territory:

Country:\*

Postal Code:

Home country phone number (No dashes or spaces):

**EMERGENCY CONTACT INFORMATION**

This person should be a parent or close relative

Emergency contact name:\*

Emergency contact relationship to you:

Preferred Language:\*

Emergency contact phone number (No dashes or spaces):\*

Emergency contact email address:\*

**REQUIRED IMMIGRATION DOCUMENTS**

F-1 Visa ([example here](#))\*



**I-94 Record** This is available at <https://i94.cbp.dhs.gov/i94/> **AFTER** you have entered the USA. Click on the link, then click on "Get Most Recent I-94)\*



**Did you attend another US school while in F-1 status?\***

Yes

No



Save your documents to your computer/device as PDF or JPEG files and upload here.

If you attended another US school prior to transferring to Lynn University, select "Yes" and upload a copy of that school's form I-20 here. If you did not attend another US school, select "No"



Once the form is completed in its entirety and the documents are uploaded, click on "Submit"

\*\*SEE SAMPLE DOCUMENTS ON THE FOLLOWING PAGES





**Most Recent I-94**

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Admission (I-94) Record Number: [REDACTED]

Most Recent Date of Entry: 2016 August 10

Class of Admission: **F1**

Admit Until Date: **D/S**



Details provided on the I-94 Information form:

Last/Surname: [REDACTED]

First (Given) Name: [REDACTED]

Birth Date: [REDACTED]

Passport Number: [REDACTED]

Country of Issuance: [REDACTED]

SAMPLE - FORM I-20 (FOR TRANSFER STUDENTS FROM PREVIOUS US SCHOOLS ONLY)

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

**SEVIS ID: N0004705512**

<b>SURNAME/PRIMARY NAME</b> Doe Smith	<b>GIVEN NAME</b> Joan	<b>CLASS</b>  <b>F-1</b>  <b>ACADEMIC AND LANGUAGE</b>
<b>PREFERRED NAME</b> Joan Doe-Smith	<b>PASSPORT NAME</b>	
<b>COUNTRY OF BIRTH</b> UNITED KINGDOM	<b>COUNTRY OF CITIZENSHIP</b> UNITED KINGDOM	
<b>DATE OF BIRTH</b> 01 JANUARY 1980	<b>ADMISSION NUMBER</b>	
<b>FORM ISSUE REASON</b> INITIAL ATTENDANCE	<b>LEGACY NAME</b> Joan Doe-Smith	

**SCHOOL INFORMATION**

<b>SCHOOL NAME</b> SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies	<b>SCHOOL ADDRESS</b> 9002 Nancy Lane, Ft. Washington, MD 20744
<b>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</b> Helene Robertson PDSO	<b>SCHOOL CODE AND APPROVAL DATE</b> EAL214F4444000 03 APRIL 2015

**PROGRAM OF STUDY**

<b>EDUCATION LEVEL</b> DOCTORATE	<b>MAJOR 1</b> Economics, General 45.0601	<b>MAJOR 2</b> None 00.0000
<b>NORMAL PROGRAM LENGTH</b> 72 Months	<b>PROGRAM ENGLISH PROFICIENCY</b> Required	<b>ENGLISH PROFICIENCY NOTES</b> Student is proficient
<b>PROGRAM START DATE</b> 01 SEPTEMBER 2015	<b>PROGRAM END DATE</b> 31 MAY 2021	

**FINANCIALS**

ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	\$ 23,000	Personal Funds	\$ 3,000
Living Expenses	\$ 6,000	Scholarship and Teaching Assistantship	\$ 29,000
Expenses of Dependents (1)	\$ 3,000	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
<b>TOTAL</b>	<b>\$ 32,000</b>	<b>TOTAL</b>	<b>\$ 32,000</b>

**REMARKS**

Orientation begins 8/25/2015. Please report to ISSS upon arrival.

**SCHOOL ATTESTATION**

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(i)(6). I am a designated school official of the above named school and am authorized to issue this form.

<input checked="" type="checkbox"/>	<b>DATE ISSUED</b> 21 April 2015	<b>PLACE ISSUED</b> Ft. Washington, MD
<b>SIGNATURE OF:</b> Helene Robertson, PDSO		

**STUDENT ATTESTATION**

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

<input checked="" type="checkbox"/>	<b>DATE</b>	
<b>SIGNATURE OF:</b> Joan Doe Smith		
<b>NAME OF PARENT OR GUARDIAN</b>	<input checked="" type="checkbox"/> <b>SIGNATURE</b>	<b>ADDRESS (city/state or province/country)</b>
		<b>DATE</b>