



## Tutorial – How to request an I-20 in the ISSS portal

This tutorial provides instructions to request an I-20, certificate of eligibility for F-1 visa. This tutorial is for initial students, transfer students and student who would like to request a change of visa status to F-1 visa.

Before getting started with your I-20 request, make sure that you have generated your Marymount account that will allow you to use a Marymount username and password to access the MU portal and the ISSS portal. You will only be able to access this portal once you receive an email from ISSS with the link to your profile.

1 Click here to access the [ISSS portal](#) or type in your browser [www.international.marymount.edu](http://www.international.marymount.edu)

2 Log in using your MU credential by clicking the login button in the upper right corner and then click on Log in with MU ID.

**INTERNATIONAL STUDENTS & SCHOLAR SERVICES**  
Center for Global Engagement

LOGIN

**Menu:**

- New F-1 Students
- Current F-1 Students
- New J-1 Students/Scholars
- Current J-1 Students/Scholars
- Frequently Asked Questions
- Report Change of status to a different visa/status
- Change of Status to F-1 Student
- Sponsored Students
- Contact ISSS Staff
- Events
- Announcements & Immigration Alerts
- Announcements**

There are no announcements

**About the ISSS portal**

Welcome to the Marymount International Student & Scholar Services Portal which is the paperless application that will allow you to view and manage your immigration record. Through the portal, you can learn the process and initiate all the different immigration requests applicable to your F-1 status. On the left side menu, you will have available to read at any time all the information regarding the different processes and immigration requests related to your I-20 that you may need throughout your time as an international student.

**How to Access the Portal**

All students can access and read the content related to all the processes and requests. However, in order to start an immigration request, review your profile, or contact an international advisor you must log in as a user.

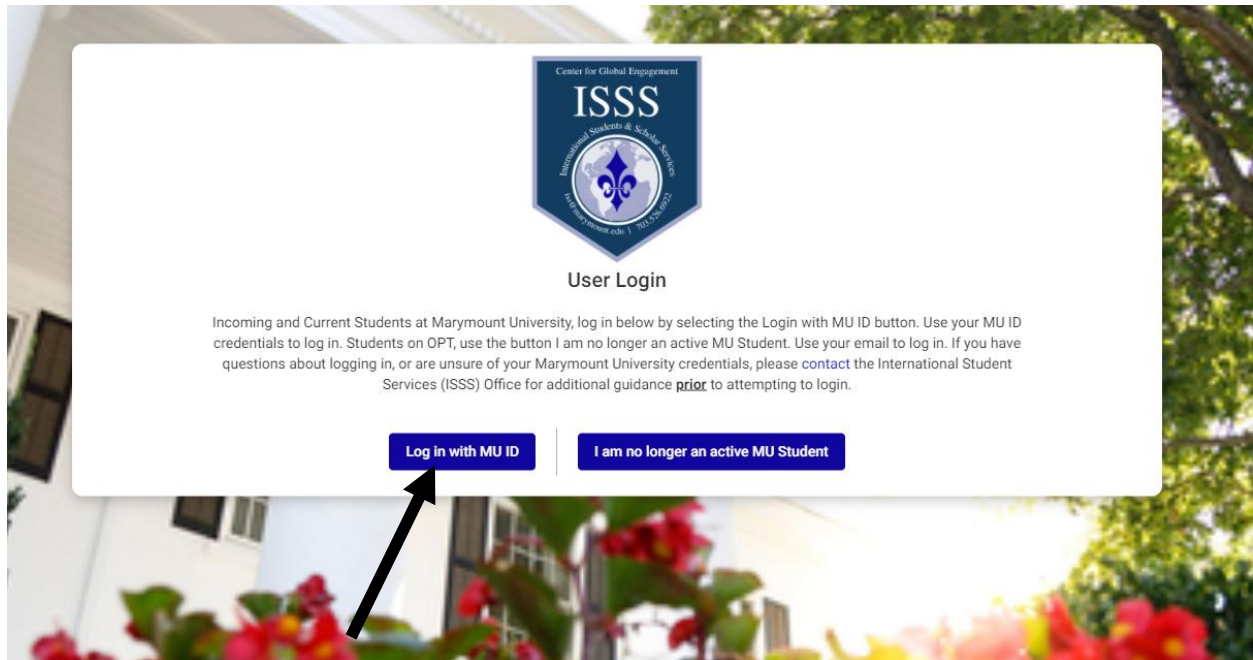
- New students** will receive an email with the link and instructions to log in after they deposit and confirm they will be attending Marymount. Then **they must create their MU account first** in order to have their MU credential, which they will use to log into this ISSS portal. Click on the upper right button to login.
- Current students** log in using your MU credential by clicking the login button in the upper right corner.

**Students on OPT** will no longer use their MU credentials after graduation so they will transition to access their account using your personal email. **On the upper right corner click the login button and then select I do not longer have access to my MU ID.**

**How to make an immigration request**

Once you log in there are four number tabs on top. Click on the last tab Initiate and manage your requests. There you will have a set of icons for each type of request. Click on the icon to start and follow all the required steps. After you click submit, the international advisors will automatically receive your request.

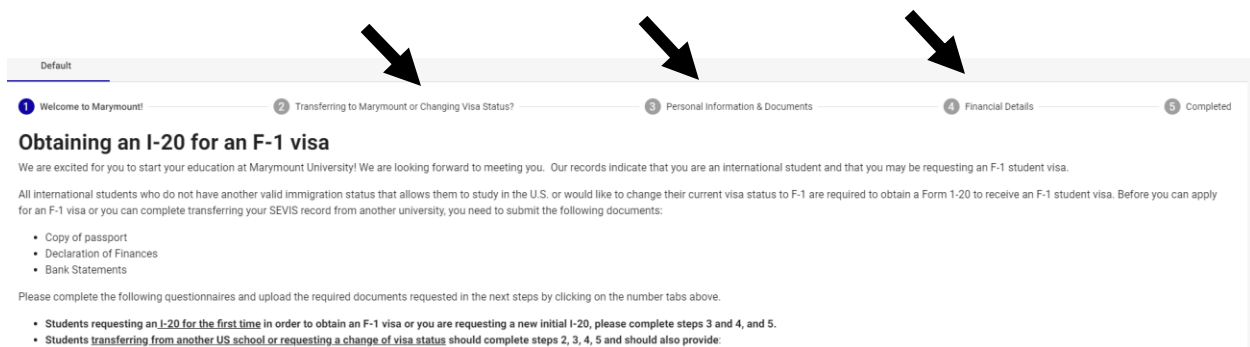
In Addition, Click number 1 to check important announcements. Click number 2 to review your profile and all your personal and academic information. On number 3, you will be able to see your financial information.



Once you are in your profile, please read the instructions carefully and follow them according to your situation. You will be able to click on each numbered tab to proceed.

Please complete the following questionnaires and upload the required documents requested in the next steps by clicking on the number tabs.

- **Students requesting an I-20 for the first time in order to obtain an F-1 visa or you are requesting a new initial I-20, please complete steps 3 and 4, and 5.**
- **Students transferring from another US school or requesting a change of visa status should complete steps 2, 3, 4, 5**



## Student requesting an initial I-20:

- a) Complete all the questionnaire on tab 3 to provide your personal information
- b) Go to tab 4 to provide your financial information.

1 Welcome to Marymount! 2 Transferring to Marymount or Changing Visa Status? 3 Personal Information & Documents 4 Financial Details 5 Completed

Personal Information

City of Birth

Country of Birth

Passport ID Number: \*

Passport ID page

Passport ID

Do you have a valid F-1 visa? \*

☐ Yes ☐ No

Passport Expiration Date: \*

MM/DD/YYYY

Will you be bringing dependents to the US with you? \*

☐ Yes ☐ No

Browse

or drag a file here

## Students transferring a SEVIS record from another institution or English Language School

- a) Click on tab 2 and select Transfer in.
- b) Answer all the questions including the date you want your SEVIS record to be transferred to Marymount.
- c) Enter the SEVIS Marymount code is **WAS214F00223000** and our campus is **Main Campus**.
- d) In the last question, you will be asked to enter the information and email *of your International or immigration advisor at your current school*, so that they can process the transfer electronically.
- e) After you complete the transfer in section, complete the questionnaire on Tab 3 and 4

Default

1 Welcome to Marymount! 2 Transferring to Marymount or Changing Visa Status? 3 Personal Information & Documents 4 Financial Details 5 Completed

Please review the following information below in regards to Transferring to Marymount University or completing a Change of Status. If this is the first time you are requesting an I-20 in order to obtain an F-1 visa, please go straight to step 3.

- For F-1 students currently studying in the United States who have a valid I-20 and have been admitted into a degree-seeking academic program at Marymount University and have decided to attend MU, please click the "Transfer In" button below to complete additional requirements.
- For students who have been recently admitted or are currently enrolled at Marymount University in another visa status, and wish to change status to an F-1 student, please click the "Change of Status" button below to complete additional requirements.

Transfer In

Change of Status

Transfer In

SEVIS Record Transfer Clearance Form Request (Learning Content)

Required \*

Transfer In (Questionnaire)

Required \*

Transfer Release Date

MM/DD/YYYY

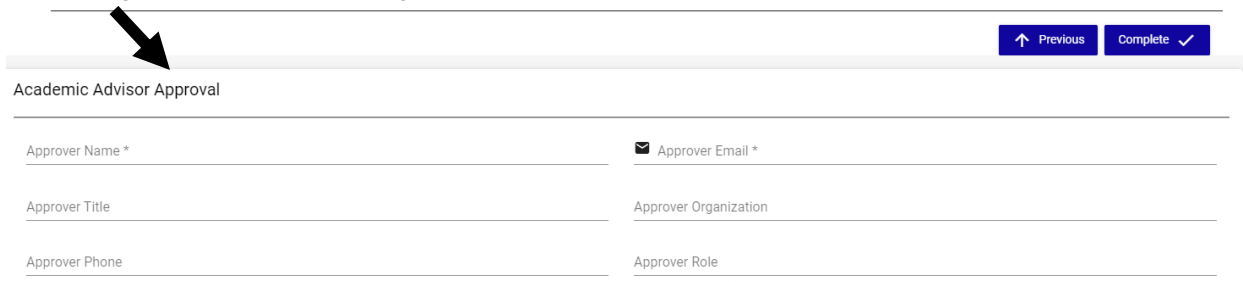
School Code

School/Campus Name

Remarks

### PLEASE READ CAREFULLY

In order to initiate the transfer process of your SEVIS record from your current school to Marymount, please send this request for approval and processing to **your international student advisor at the International Student Office in the institution where you currently studying. They will complete the questionnaire related to your SEVIS record and will actively transfer it to Marymount, so we can issue your I-20**



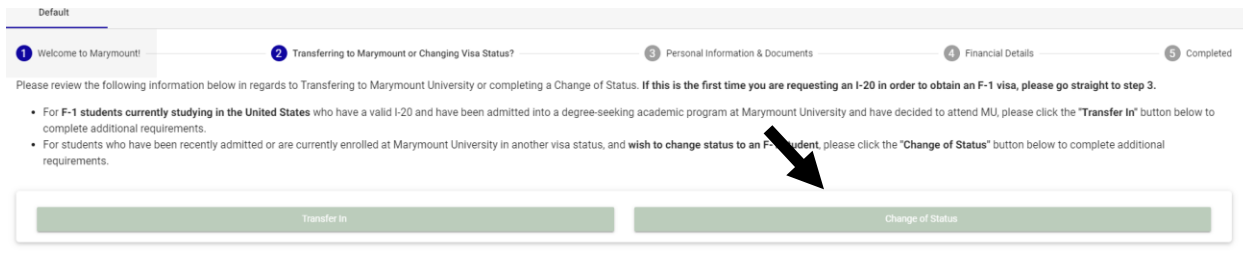
Academic Advisor Approval

↑ Previous Complete ✓

Approver Name *	✉ Approver Email *
Approver Title	Approver Organization
Approver Phone	Approver Role

### Students requesting Change of visa status Status

- Click on tab 2 and select Change of Status.
- Answer the questionnaire , especially, select the option how you are planning to change the visa, Inside the US or outside the US.
- Then complete the questionnaire on Tab 3 and 4 for personal and financial information



Default

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Transfer In Change of Status

If you are having trouble accessing your account or you are having difficulties uploading documents, please contact our office.

International Student & Scholar Services

[iss@marymount.edu](mailto:iss@marymount.edu)

Phone: 703-526-6922

Whatsapp: 1-571-422-1009