



**Missouri
State**[™]

INTERNATIONAL
SERVICES

HOW TO REQUEST & DOWNLOAD YOUR IMMIGRATION DOCUMENT *(I-20)*

WELCOME TO MISSOURI STATE UNIVERSITY!

To travel to the U.S., you must have an immigration document I-20. This document is prepared by *The International Services Office* and available for you to apply for an F-1 student visa.

Use this guide for steps to gain access to the ISSS portal, request your I-20, and download it.

TIP: All items in this guide that are underlined contain a link. Click on each of them to learn more.



STEPS TO

gain access to the ISSS Portal

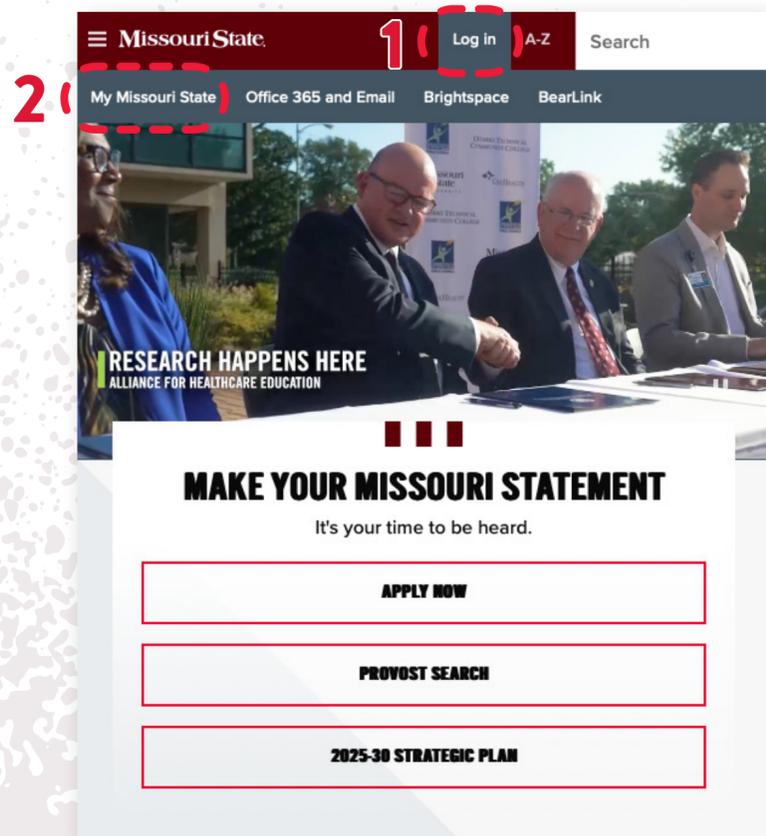
STEP 1: **ACTIVATE YOUR MISSOURI STATE ACCOUNT**

Contact the [help desk](#) if you have any questions.
You can schedule an appointment with them or
chat with them online!

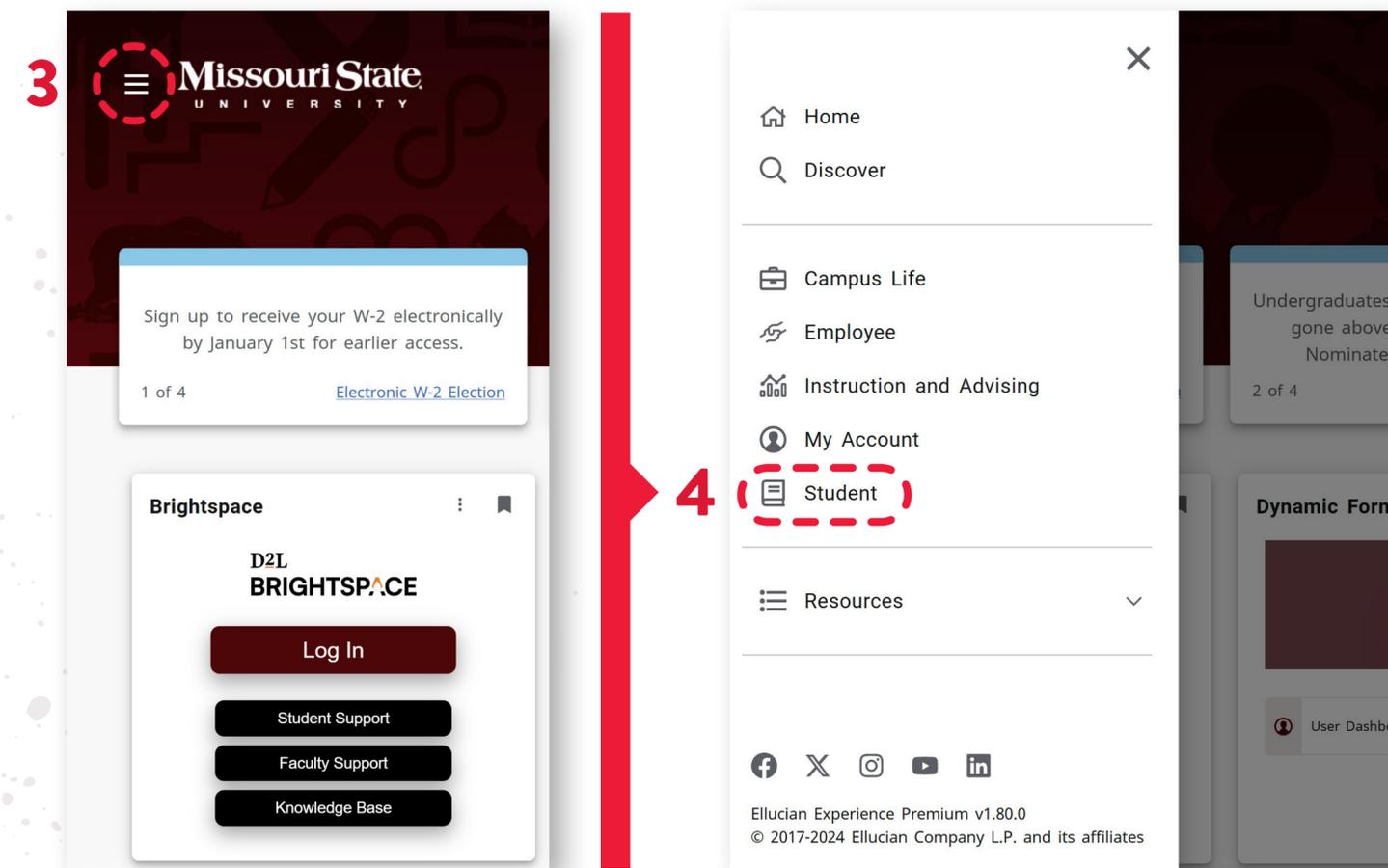
TIP: remember to click
all underlined items
of this guide!

STEP 2: LOG INTO INTERNATIONAL STUDENT PORTAL

A. Navigate to *My Missouri State* from the Missouri State University Website:

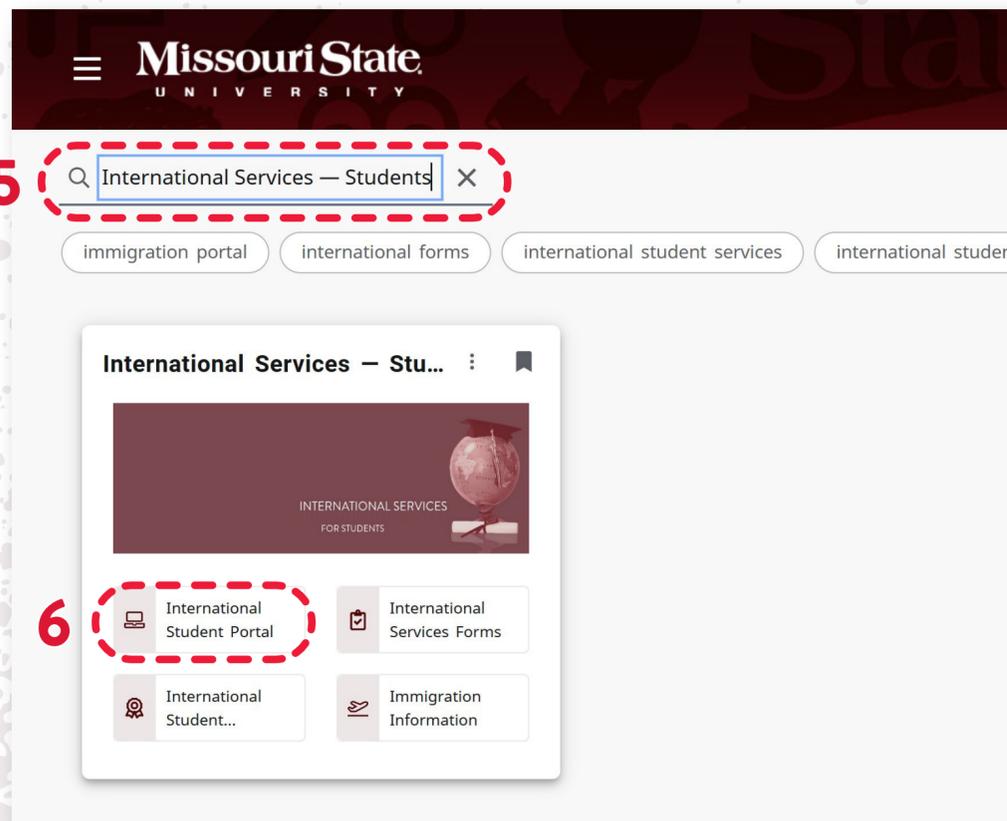


B. Once logged in, click on the 3 horizontal bars (top left-hand corner) and select *Student*.

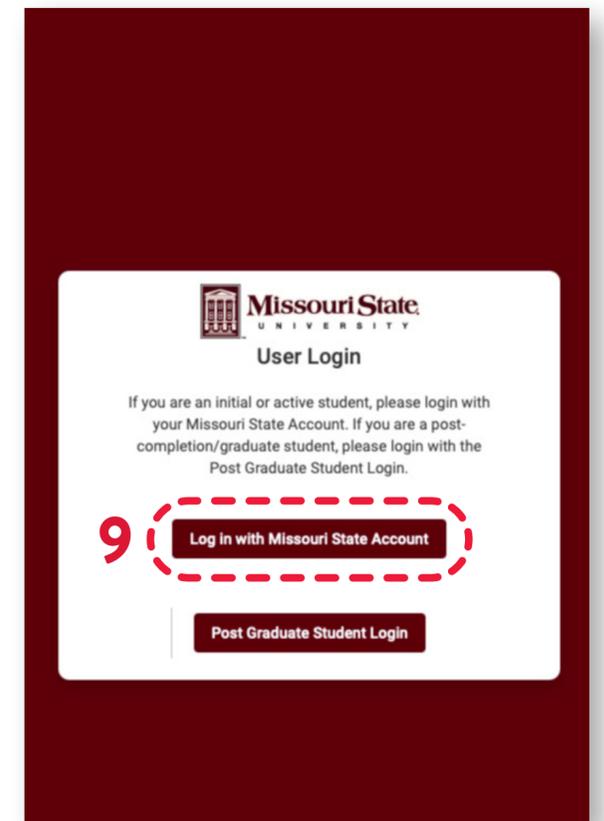
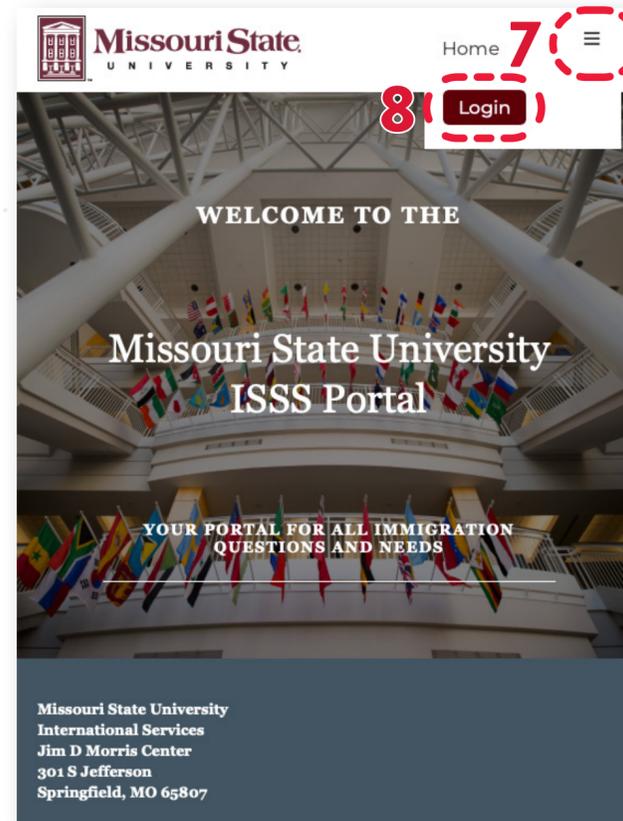


STEP 2: (continued) LOG INTO MY MISSOURI STATE

C. Navigate to the *International Services - Student* card and click on the *International Student Portal* link.



D. Click the **LOGIN** button from the home page, then you will click the left button “*Login with Missouri State Account.*”





STEPS TO

request your I-20

STEP 1: NAVIGATE TO PERSONAL & PROGRAM INFORMATION

Once you've gained access to the ISSS Portal, read the instructions on the screen. Go to *Personal & Program Information*, then review the information on the screen and upload a copy of your *Passport ID page*.

1 Welcome and Instructions! — 2 Transfer Students — 3 Personal & Program Information — 4 Financial Details — 5 Completed

In this section, you will need to review each area - make edits as necessary and upload all required documents.

Personal Information Section

- Review and edit as necessary.
- Upload a copy of your passport ID page. (Passports must be valid and have an expiration date of at least 6 months from the expected program end date.

Program Information Section

- Review your program information and inform the [International Services](#) office if anything is incorrect.
- Note:** if decide you'd like to change your major, you can do so AFTER you have arrived and checked in.

Contact Information

- Add/update your international address and phone number as needed or required.
- (Transfer students) - add/update your U.S. address and U.S. phone number if you are a transfer student.

Dependent Section

- If dependents will accompany you to MSU, please add their information in the section.
- Click the "+" to add dependent information for each dependent.
- Upload a copy of the dependent's passport ID page for each dependent.

2 Personal Information

First Name	Last Name
Middle Name	SEVIS First Name
SEVIS Last Name	Preferred Name
Passport Name	Suffix
Gender	Date of Birth (MM/DD/YYYY)
City of Birth	Country of Birth
Country of Permanent Residence	Country of Citizenship

9/100

Passport *
Passport ID page
Upload a copy of your passport ID page.

3 Browse
or drag a file here

STEP 2: NAVIGATE TO THE FINANCIAL DETAILS TAB

Navigate to the *Financial Details Tab*. Read carefully and follow the instructions on the screen. Then, fill out and upload the documents required in this section.

The screenshot shows the top navigation bar of the portal with four tabs: 1 Welcome and Instructions!, 2 Transfer Students, 3 Personal & Program Information, and 4 Financial Details. The 'Financial Details' tab is highlighted with a red dashed box and a large red number '1'. Below the navigation bar, the page content includes a welcome message, instructions on how to use the portal, and a list of instructions for each section. The 'Financial Details' section is highlighted with a red dashed box and a large red number '2'.

1 Welcome and Instructions! 2 Transfer Students 3 Personal & Program Information 4 Financial Details

Welcome to Missouri State's **International Student and Scholar Portal**.

This portal is designed to adapt to your time at Missouri State University and will provide you with the information and resources you need at each stage of your life-cycle with us. Here is v provide updates, upload your immigration documents, and leave you messages. You will be able to submit and track immigration requests.

At this stage, you have been recommended for admission to Missouri State University. Congratulations! If you are a returning student, Welcome Back!

NOW, you need to confirm your admission by formally requesting the I-20 immigration document. To do this, move through each section as seen above.

- **Transfer Students section** - (*for transfer students only*) only go to this tab if you are currently in F-1 status and need to transfer your SEVIS record to MSU.
- **Personal & Program Information** - (*all students*) navigate to this section and confirm your foreign address and phone number, review your program information, and upload a copy of
- **Financial Details** - (*all students*) navigate to this section and upload your [Statement of Financial Support](#) and proof of funding documents.
- **Completed** - (*all students*) This step is the actual submission of your request. Navigate to this section and click the "**Completed**" button in order to submit your request to our office.

It takes approximately 2-3 weeks to prepare your I-20. Once prepared, you will be notified to return to your portal to download and print your I-20.

Following is additional resources:

- [Tuition and Fees](#)
- [Steps for Admitted Students](#)
- [Deadlines](#)

For questions, please do not hesitate to contact our office. Below is the link to our site.

The screenshot shows the 'Financial Information' section of the portal. It features a dropdown menu for 'What type of funding support will you have? *' and three upload sections: 'Statement of Financial Support *', 'Bank Statement or Loan Letter - Self Support', and 'Bank Statement - Parent(s) or Individual Sponsor'. Each section includes a 'Browse' button and the text 'or drag a file here'. The 'Financial Information' tab is highlighted with a red dashed box and a large red number '2'.

2 (Financial Information)

What type of funding support will you have? *

Statement of Financial Support *
Funding Support Form
Upload copy of completed Statement of Financial Support.

Browse
or drag a file here

Bank Statement or Loan Letter - Self Support
Bank statement or loan letter for self support
Upload any copies of personal financial documents.

Browse
or drag a file here

Bank Statement - Parent(s) or Individual Sponsor
Funding document(s) from parent(s) or individual sponsors.
Upload copies of proof of funds from your parent(s) or individual sponsor(s).



STEPS TO

download your I-20

ONCE YOU HAVE RECEIVED AN EMAIL INDICATING YOUR I-20 IS READY FOR DOWNLOAD,
YOU MAY CONTINUE WITH THE FOLLOWING STEPS:

STEP 1: LOG INTO YOUR INTERNATIONAL STUDENT PORTAL

STEP 2: GO TO CONTROL CENTER

The screenshot shows the top navigation bar of the Missouri State International Student & Scholar Portal (ISSS). The navigation bar includes four steps: 1 Important Updates!, 2 Personal & Program, 3 Financial Details, and 4 Control Center. The 'Control Center' step is highlighted with a red dashed circle. Below the navigation bar, the page content includes a welcome message, a congratulatory note, and a list of important information for students, including deferrals, admission letters, and navigation instructions.

1 Important Updates! 2 Personal & Program 3 Financial Details 4 Control Center

Missouri State INTERNATIONAL SERVICES

Welcome to your **International Student & Scholar Portal (ISSS)**

We want to congratulate you on your acceptance to Missouri State University and we are excited to have you join the International Bears Family!

- **Deferrals** - Students who have re-applied for admissions and requested their SEVIS records be deferred, must go to the **Control Center** and update their funding by completing and submitting the **Financial Update Request**.

Admission Letter - this letter is important. It contains your M# (student ID). If you do not have your admission letter:

- **Undergraduate Students** - Your admission letter is available within your application status page where you applied to MSU. Students who have difficulties locating their admission letter should contact XingeZhang@MissouriState.edu.
- **Graduate Students** - contact intgradadmissions@MissouriState.edu if you have not yet received your admission letter.

Navigate the steps to studying in the U.S. can become complicated. Please read the [Five steps for admitted international students](#) carefully.

STEP 3: DOWNLOAD YOUR I-20 UNDER DOCUMENTS

Completed Requests

Request type	Request Status	Completed Date
Defer Attendance Request	Completed	10/04/2024
Create I-20	Completed	04/19/2024

Items per page: 3 | 1 - 2 of 2

Documents

Document Name	Document Type	Uploaded On	Uploaded By	Request
Initial I-20.pdf	I-20	04-19-2024		

Items per page: 3 | 1 - 1 of 1

What can we help you with?

Type a keyword to sea...

- Contact Information Update
- Demographic update
- Dependent Information Delete
- F-1 Dependent Request
- Financial Information Update
- Miscellaneous Document upload