THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

FedEx GLOBAL EDUCATION CENTER
CAMPUS BOX 5240

INTERNATIONAL STUDENT FINANCIAL CERTIFICATE SUBMISSION PROCESS

All admitted international students are required by International Student & Scholar Services (ISSS) to submit a Financial Certificate form, a copy of their passport identification page, and other related support documentation electronically in ConnectCarolina. Upon admission to the university, non-resident aliens (students who are neither U.S. citizens nor U.S. permanent residents) should see items on their "To Do List" in their Student Center in ConnectCarolina that are correlated to the Financial Certificate and other required documents. These items will fall under the category of "Admissions Items". The To Do List functionality allows students to upload documents directly in ConnectCarolina.

After an admission decision is made (and is updated in ConnectCarolina, the university system), the To Do List items will be assigned to the student and within a few days they will receive an email message from ISSS that:

- contains a link to the Financial Certificate form corresponding to the student's program
- provides general information about the To Do List items
- includes contact information for ISSS and links to additional resources on the ISSS website

The student should be directed to the specific Financial Certificate form they will need to fill out for their academic program upon receiving this email message, however, links to all the current year's Financial Certificate forms are also available on the ISSS website at http://isss.unc.edu/newstudent/financial-certificate-forms/.

Students do not need to act on this request immediately. There is no official deadline to submit the Financial Certificate and supporting documents, though the ISSS office advises students outside the U.S. to try to submit their documents no later than the end of May to allow time for visa processing. It is appropriate for students to wait until the final decision to attend UNC has been made before submitting the Financial Certificate and other documents. Graduate students waiting for funding decisions from the academic department may wait to submit the Financial Certificate until their financial support information is finalized.

Logging in to the Student Center in ConnectCarolina

Students will need to identify their UNC PID (student ID number) and create an Onyen and password (https://itsapps.unc.edu/improv/#) if they have not already so they can log in to ConnectCarolina to view the To Do List. The notification sent to the student by ISSS will alert the student to this fact but will not provide the PID number or provide detailed instructions regarding how to create an Onyen. Students will be given this information by the appropriate Admissions office or academic department representative upon admission.

The student should see the following after logging in to the Student Center in ConnectCarolina:

The To Do List in ConnectCarolina

After clicking on the Admissions Items category on the To Do List, the student will see the following four items related to the Financial Certificate:

The student will be given the following instructions for each item and have the opportunity to upload documents according to his or her situation:

Financial Certificate

Test Tester

Financial Certificate*

Instructions:
All students must complete Part I of the Financial Certificate to indicate your current immigration status and to provide biographical information. If you are requesting a Form I-20 or Form DS-2019 (required document for F-1 or J-1 immigration status) from UNC-Chapel Hill, then you must complete Parts I and II. Students who have or will obtain another immigration status that permits study in the U.S. (H-4, J-2, etc.) and are not requesting a Form I-20 or Form DS-2019 may complete Part I only.

No file has been uploaded yet.
Please upload a file here.
Accepted formats (.docx, .doc, .txt, .pdf, .rtf, .wps, .wrd)

Add

☐ I certify that the documents I am submitting are exact copies of unaltered original documents, and I understand that I may be required to submit original documents to UNC-Chapel Hill or to an immigration or consular official at a later date.

Save changes/return

Submit

Cancel

Passport

Test Tester

Passport*

Instructions:
Please upload a copy of your passport page(s) that include your biographical information (name, date of birth) and passport expiration date. If you plan to bring dependent family members (spouse and/or children under the age of 21) in F-2 or J-2 status, you must submit a copy of each dependent's passport and you should upload this documentation here also.

No file has been uploaded yet.
Please upload a file here.
Accepted formats (.docx, .doc, .txt, .pdf, .rtf, .wps, .wrd)

Add ⊞

☐ I certify that the documents I am submitting are exact copies of unaltered original documents, and I understand that I may be required to submit original documents to UNC-Chapel Hill or to an immigration or consular official at a later date.

Save changes/return

Submit

Cancel

Financial Support Documents

NOTE: If the student has been offered UNC funding, the student will need to upload a copy of his or her award letter with details of the award under the *Financial Support Documents To Do Item*. **If the award is a graduate teaching or research assistantship**, the student must request that a Student Services Manager or other academic program representative **complete a [Certification of University Funding](#)** form in order to verify all benefits of the assistantship award such as stipend amount, tuition remission, medical insurance, etc. **The academic department representative should send an electronic copy of the completed form to the student so he or she can upload the document in ConnectCarolina.** This form should also be submitted under the *Financial Support Documents To Do Item*.

ISSS will accept scanned copies of original bank statements, investment account statements or official bank letters that meet the following criteria:

➢ The document is in English.
➢ The date of the document is not older than 6 months.
➢ The currency type is clearly indicated by the financial institution.
➢ The funds shown in the document are liquid funds immediately available for withdrawal without penalty.
➢ The account holder's name matches the student's name or the financial sponsor's name (as listed on the sponsor letter).
➢ The document is on official bank letterhead or has an official banking institution stamp or banking institution representative's signature.

Financial statements from family members or other personal sponsors will not be accepted without a corresponding letter of financial support (sponsor letter).

Supplementary Documentation

Test Tester

Supplementary Documentation

Instructions:
Please scan and upload any other documents related to your immigration status or financial support as applicable. Most students coming from outside the U.S. will not need to upload additional documents. However, you must confirm your review of this last item even if you have nothing more to submit. Failure to review and complete this item will cause a delay in the processing of your documents.

If you are currently in the United States, please upload copies of your immigration documents (for example, Form I-20, Form DS-2019, I-797 Approval Notice, Form I-94, visa stamp in passport, etc.). You are required to submit these documents if you are already in the U.S. holding a valid immigration status such as F-1, J-1, H-4 etc. Students requesting a transfer of their current F-1 or J-1 SEVIS record from another U.S. school must complete a
SEVIS Transfer-In Form   and upload it here before we can issue a UNC-Chapel Hill Form I-20 or Form DS-2019.

If you will not upload any other documents, please check the second box in order to complete your submission.
No file has been uploaded yet.
Please upload a file here.
Accepted formats (.docx, .doc, .txt, .pdf, .rtf, .wps, .wrd)

	Attached File	Add	
1		Add	+

☐ I certify that the documents I am submitting are exact copies of unaltered original documents, and I understand that I may be required to submit original documents to UNC-Chapel Hill or to an immigration or consular official at a later date.

☐ I do not have any other documents to upload at this time.

[Save changes/return]

[Submit]

Cancel

Providing a Complete Submission

Please note that international students must provide a response and click "Submit" for **all four items**; only when a response has been submitted for all four items will the submission be considered complete. ISSS will generally not begin review of submitted documents until the submission is complete.

International students who will <u>NOT</u> request a Form I-20 or DS-2019 to apply for student status because they hold another valid immigration status in the U.S. must also submit a Financial Certificate form and complete this process. However, under the *Financial Support Documents* item, they are not required to upload any documents. They should select the second box and click "Submit" in order to complete this item.

Many international students, especially those outside the U.S., will not need to upload any additional documents under the *Supplementary Documentation* item. However, they must provide a response in order for their submission to be complete; they should select the second box and click "Submit" in order to complete this item. Failure to do so will delay processing of the student's Form I-20 or DS-2019.

Once the student clicks "Submit" for a particular To Do item, the following message will appear:

Thank you for completing this item. Please return to your To Do List to review any additional items that may not yet be completed. Please note that your submitted documents will not be reviewed until you have completed ALL of the Admissions Items on your To Do List.

Return To Student Center

After completing this step, the student should no longer see that particular item on the To Do List; the only items that will appear on the To Do List are the ones still considered incomplete.

Please also note that once a student has selected "Submit" for a To Do item, they will not be able to access this item again or upload additional documents for that item. However, **if the student has made a mistake or failed to submit a required document, ISSS will contact the student as soon as their documents have been reviewed and will give the student the opportunity to submit additional materials at that time**.

Attaching Files

To upload a document, the student should click on "Add" and then "Browse" to locate the file they wish to select. After clicking "Upload" they should see the file in the list of attached files for that To Do item. The student can then view the document to make sure they uploaded the correct file and/or to make sure it is legible. They may delete the file from the To Do item any time prior to final submission.

They can upload multiple documents for one To Do item by selecting the + sign and repeating the upload process. After uploading one or more files, the student can also save these changes and return to the To Do List later to upload additional documents if necessary before submitting a final response for the To Do item.

Test Tester

Supplementary Documentation

Instructions:
Please scan and upload any other documents related to your immigration status or financial support as applicable. Most students coming from outside the U.S. will not need to upload additional documents. However, you must confirm your review of this last item even if you have nothing more to submit. Failure to review and complete this item will cause a delay in the processing of your documents.

If you are currently in the United States, please upload copies of your immigration documents (for example, Form I-20, Form DS-2019, I-797 Approval Notice, Form I-94, visa stamp in passport, etc.). You are required to submit these documents if you are already in the U.S. holding a valid immigration status such as F-1, J-1, H-4 etc. Students requesting a transfer of their current F-1 or J-1 SEVIS record from another U.S. school must complete a SEVIS Transfer-In Form   and upload it here before we can issue a UNC-Chapel Hill Form I-20 or Form DS-2019.

If you will not upload any other documents, please check the second box in order to complete your submission.
No file has been uploaded yet.
Please upload a file here.
Accepted formats (.docx, .doc, .txt, .pdf, .rtf, .wps, .wrd)

File Attachment   ×
                                                      Help

                                            Browse...

Upload   Cancel

Attached File	Add	
1	Add	+

☐ I certify that the documents I am submitting are exact copies of unaltered original documents, and I understand that I may be required to submit original documents to UNC-Chapel Hill or to an immigration or consular official at a later date.

☐ I do not have any other documents to upload at this time.

Save changes/return

Submit

Cancel

When uploading documents for a To Do item, the student must also select the first box before submitting the final response to confirm that the copies being submitted can be substantiated by original and verifiable documents.

Confirmation of Submission Provided to Student

When the student has submitted a final response for all four To Do items, the student will receive an email notification letting them know their documents have been received and the submission is considered complete. This initiates the review process by the ISSS office. If requesting a Form I-20 or DS-2019, the student should allow at least three weeks processing time from the date of having a complete submission. The student will generally not be contacted by ISSS during the review process unless there is a problem with the documentation submitted.

The student will be contacted again by email when the Form I-20 or DS-2019 has been issued. Students should be aware that if they have already created a UNC email address, notifications related to this process will be sent to that email address so admitted students need to regularly check their UNC email account.