F-1 Student Guide for I-20 Request

UNIVERSITY OF NORTH TEXAS

INTERNATIONAL STUDENT & SCHOLAR SERVICES
Division of International Affairs

EST. 1890
These instructions are for **Admitted F-1 students** who require an UNT I-20 to begin classes at UNT. Please follow the instructions below. Students who have not yet been fully admitted to UNT will not be able to access their iNorthTX portal. If you require additional help, please contact International Student and Scholar Services at 940-565-2195 or [I20@unt.edu](mailto:I20@unt.edu).

1. Log-in to iNorthTX

![iNorthTX Login Page](image)
2. Use your EUID and Password to log-in.

3. If you need an I-20 for F-1 status, select “F-1 Forms Select” by clicking on the underlined words. This will open the first F-1 I-20 Request Form. If you do NOT need an F-1 I-20, exit these instructions and select the appropriate visa type instruction set at the iNorthTX Help Page.
4. If you require an I-20 for F-1 status to study at UNT, select “Yes” and click “Submit.” You will return to the New International Student Forms main page.
5. Navigate to the “F-1: Information Request” tab. Read the instructions to the left of the e-form links. To complete the e-forms, click on each e-form name under “Things You Need to Do.” There is a key box at the bottom of the screen to explain the status of each e-form.

You MUST COMPLETE the Financial Documentation form to receive your UNT I-20.

The key below indicates the status of your request.

Key that explains symbol for e-form status
6. Click “Biographical Information” e-form link. Complete the information on this e-form to match the biographical page of your passport. You will also need to upload a copy of the biographical page of your passport. Click “submit.” If you need to return to the main page at any time, you may save your form as a draft or click the words “MAIN PAGE.” *Note* If you receive an error message for an incomplete e-form field, you will need to upload your document again before resubmitting.

Example if NOT currently in U.S.:
Example if INSIDE U.S.:

![Biographical Information form](image-url)
7. Click on “Financial Documentation” e-form. You will need to upload proof of financial support. To read more about acceptable forms of financial support, please click here. The example below shows a student who is using their parents’ financial documents to prove their ability to pay for their studies in the U.S. After you have uploaded the appropriate documentation, enter the TOTAL amount of money your bank documentation shows in the text box. This amount must total more than or equal to the minimum requirements for your degree level. Click both boxes of confirmation, then click “submit.”

*Note* If you receive an error message for an incomplete e-form field, you will need to upload your documents again before resubmitting.
8. Next, click on the “Permanent Address Abroad Information” e-form. The fields will show the permanent address you used on your application to UNT. If this address is still correct, click “Submit.” If you need to correct the information, enter the correct information then click “Submit.”

9. If you need to request I-20s for your spouse or minor children to join you in the U.S. in F-2 status, click the “Dependent I-20 Request (Spouse/Children)” e-form and complete the required information. You may submit multiple Dependent E-forms if you have more than one dependent coming to the U.S. with you. If you do not need F-2 I-20s for your spouse or children, proceed to step 10.
10. Click on the “SEVIS Transfer Information” e-form. Choose the statement that applies to you then click “Submit.”

NOT A U.S. TRANSFER STUDENT: If you did not attend a U.S. institution prior to UNT, you will select “No, I am not a transfer student from a U.S. institution.”

TRANSFERRING FROM U.S. INSTITUTION:
Select “Yes I am an F-1 student transferring my SEVIS immigration record from another U.S. school to UNT.” Then, enter the required information including an address inside the US. Follow the instructions for transferring your SEVIS record to UNT.
11. Click on “I-20 Request Agreements” E-Form. Check the certifying statement and click "Submit." *NOTE* International Student and Scholar Services will not begin processing your I-20 request until you have submitted all e-forms including the I-20 Request Agreements e-form.

12. After you have submitted all required e-forms, your iNorthTX portal will show “Complete” for all required e-forms. ISSS will then review your documents and if all documents are correct, we will issue your I-20.
13. When your I-20 is issued, you will receive an email from ISSS with your SEVIS ID so that you may make your visa appointment. You will also receive an email for I-20 mailing or pick-up instructions.

14. After you have arrived in the United States prior to the start of classes, you must complete the e-forms listed under the “F-1: When you Arrive” tab. An advisor will review your e-forms and if correct, we will remove your Immigration Document Check In Hold that prevents registering for classes. *NOTE* you will not be able to access the Information Form nor Responsibility Contract until after your I-20 has been issued. You cannot complete these forms until after you have entered the U.S. If you submit these forms prior to entering the U.S., the forms will be rejected.

NOTE: If any of your documents are missing information, an advisor will deny your corresponding e-form(s) and set your I-20 Request Agreement e-form to “draft.” You will need to correct your e-forms and resubmit your I-20 Request Agreement e-form to notify our office of the resubmission of your documents.