

#### INSTRUCTIONS FOR FINALIZING YOUR ADMISSION

#### **Step 1: Collect Your Documents**

Gather all of the documents detailed on the Provisional Admission Checklist that you received with your I-20 / Welcome packet. Follow the instructions carefully and be sure you bring exactly what was requested; do not "interpret" the instructions; do not "guess" what you think the instructions mean; just follow them exactly.

## **Step 2: Make Photocopies at Home**

Your Provisional Admission Checklist may instruct you to make photocopies of some original documents that may be returned to you, such as your Graduation Certificate or Diploma. These photocopies must be brought with you. You cannot make photocopies here at UB; make them at home and bring them with you.

## **Step 3: Complete the Document Submission Coversheet** (see next page)

Using your Provisional Admission Checklist, complete the Document Submission Coversheet (on the reverse).

Fill in your name, UB person number and all of the documents you will be submitting for finalizing.

#### **Step 4: Organize Your Documents for Submission**

Find a large envelope that you can fit all of your documents inside including:

- 1) All required documents listed on the Provisional Admissions Checklist
- 2) Any required photocopies
- 3) A copy of your yellow Provisional Admission Checklist
- **\*\* DO NOT OPEN** documents that you were instructed to bring in a sealed university envelope (transcripts, mark sheets, etc.). These sealed university envelopes should be placed inside a larger envelope that contains **ALL** of your documents.
- \* STAPLE the Document Submission Coversheet (next page) to the front of the large envelope.

# **Step 5: Bring Your Envelope to the Office of International Admissions**

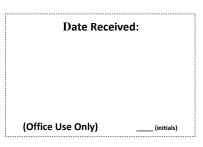
Hand carry your large envelope (with the stapled Document Submission Coversheet and all of your enclosed documents) with you when you travel to UB. <u>Hand deliver it to 115 Capen Hall (located on the first floor of the library across from the printing station)</u>.

Submit your documents to the office Monday - Friday between 9:00am and 3:00pm.

With the exception of Diplomas / Degree Certificates, all other documents submitted to UB become the property of UB and will not be returned to you. *Transcripts, mark sheets, test scores, letters, etc. are never returned to students*. If you want / need photocopies, you must obtain them before you come to UB. University envelopes that have been opened by the student will not be accepted.

Failure to bring the required documents will prevent course registration.

# ENVELOPES SUBMITTED WITHOUT THE "DOCUMENT SUBMISSION COVERSHEET" WILL NOT BE ACCEPTED



(Office Use Only)

(initials)



# **Document Submission Coversheet**

Complete this form and STAPLE it to your LARGE envelope before submitting your documents to the Office of International Admissions for finalizing.

ıme:		
	(Surname / Family Name)	, (Given Name)
B Person # :	· — — — — — —	
Envelope m	nust include a copy of your Provis	sional Admission Checklist
	nents Enclosed	Name of Institution
☐ AF (Fi	,	
		Initials / Date
	SU	JBMISSION RECEIPT
lame:		UB Person # :
	mily / Surname) , (First / Given N	
	ate Received:	<ul> <li>Check your status using your HUB Student Center.</li> <li>When your admission is finalized, the INTL PROVISIONAL ADMISSION item will be removed from your "To Do List" and yo</li> </ul>

obligation to our office is fulfilled.

If your INTL PROVISIONAL ADMISSION checklist has not been cleared <u>OR</u> if you have **ORIGINAL DOCUMENTS** to pick up, please return to our office on or after September 17th.

\*\*Any documents not collected by December 31st will be destroyed\*\*