

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. **Hand deliver it to 115 Capen Hall (located on the first floor of the library across from the printing station).**

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**

Date Received:



The State University of New York

(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.

Name: _____
(Surname / Family Name) , (Given Name)

UB Person # : _____

❖ Envelope must include a copy of your Provisional Admission Checklist

<u>Documents Enclosed</u>	<u>Name of Institution</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

FOR OFFICE USE ONLY

AF (Finalized) AP: Temp Lift OK AP: NO Temp Lift Original Degree Required

Notes: _____

_____ Initials / Date

SUBMISSION RECEIPT

Name: _____ UB Person # : _____
(Family / Surname) , (First / Given Names)

Date Received:

(Office Use Only)

(initials)

- Check your status using your HUB Student Center. When your admission is finalized, the **INTL PROVISIONAL ADMISSION** item will be removed from your "To Do List" and your obligation to our office is fulfilled.
- If your **INTL PROVISIONAL ADMISSION** checklist has not been cleared OR 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****