

How To Use the Secure Electronic Document Submission System Center for the Global Learner (CGL)

Use the secure electronic document submission site to securely submit the following documents:

International Educational Documents

- diploma, international test scores, professional evaluation of international degree, etc.

Immigration Documents

- passport, visa stamp, approval notice, I-94, I-20, EAD/work permit, green card/permanent resident card, etc.

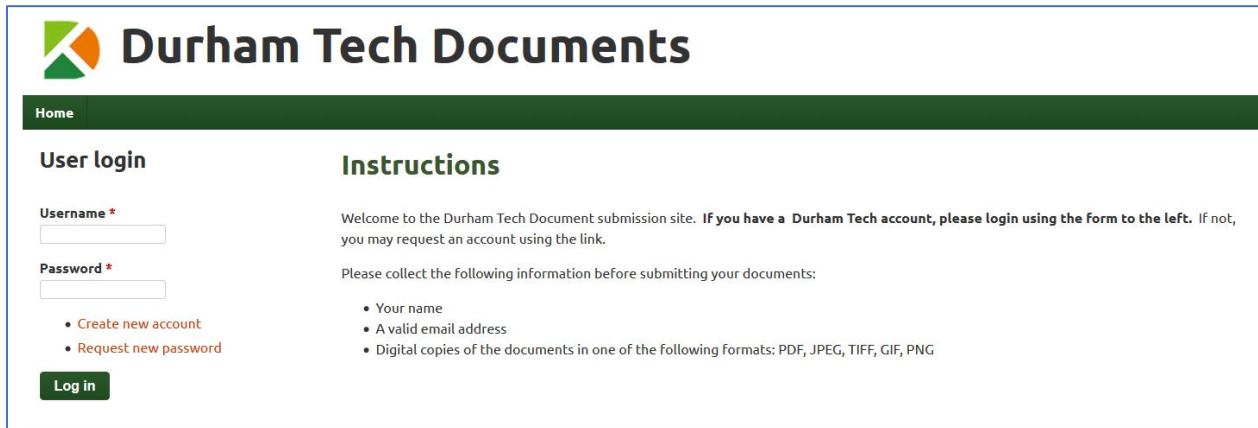
F-1 Student Application Documents

- financial support documentation, F-1 supplemental form, test scores, SEVIS responsibilities form

Non-Profit Sponsorship Documentation

1. Go to: <https://docs.durhamtech.edu/>
2. Log in using your Durham Tech credentials (WebAdvisor/Self-Service login and password). (see "User login" screenshot below) and then skip the bullet points and resume at step 3 (see page 4),

If you **do not** have a Durham Tech log in, create a new account as a guest (see "Create new account" second screenshot) **and follow the bullet points below.**



The screenshot shows the "Durham Tech Documents" user login page. It features a green header with the Durham Tech logo and the text "Durham Tech Documents". Below the header is a "Home" navigation bar. The main content area is split into two columns: "User login" on the left and "Instructions" on the right. The "User login" column contains a "Username *" field, a "Password *" field, and a "Log in" button. Below the password field are two links: "Create new account" and "Request new password". The "Instructions" column contains a welcome message and a list of requirements for document submission: "Your name", "A valid email address", and "Digital copies of the documents in one of the following formats: PDF, JPEG, TIFF, GIF, PNG".



The screenshot shows the "Durham Tech Documents" "Create new account" page. It features a green header with the Durham Tech logo and the text "Durham Tech Documents". Below the header is a "Home" navigation bar. The main content area is titled "Create new account" and contains three buttons: "Create new account", "Log in", and "Request new password". Below these buttons are two input fields: "Username *" and "E-mail address *". The "Username *" field has a note: "Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores." The "E-mail address *" field has a note: "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail." At the bottom of the form is a "Create new account" button.

- After you created a new account, you should receive the following email
From: Durham Tech Documents <forms@durhamtech.edu>

Dear (your username)

Thank you for registering at Durham Tech Documents. You may now log in by clicking this link or copying and pasting it to your browser: <https://docs.durhamtech.edu/user/.....>

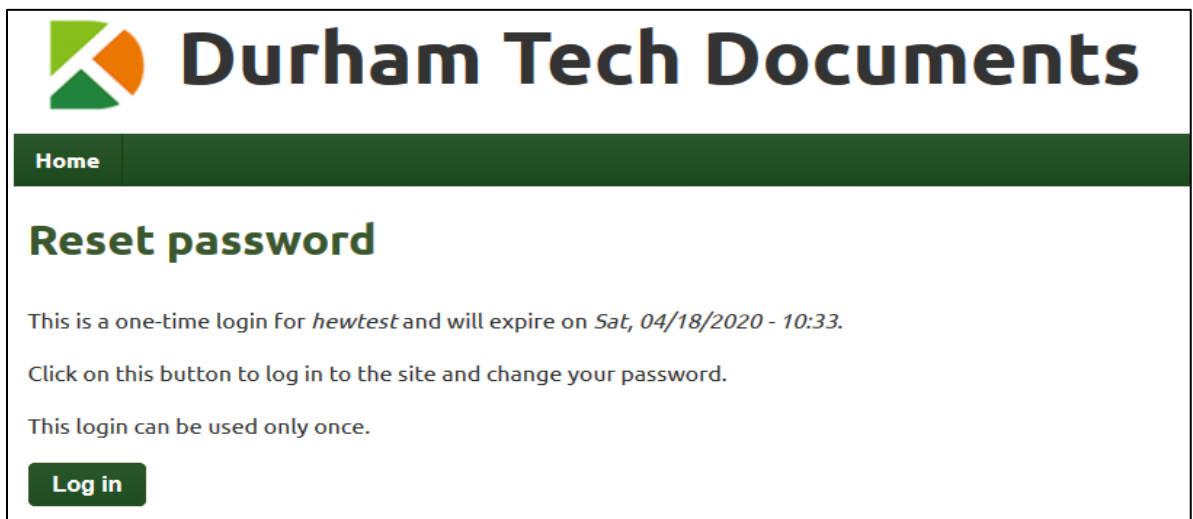
This link can only be used once to log in and will lead you to a page where you can set your password. After setting your password, you will be able to log in at <https://docs.durhamtech.edu/user> in the future using:

username: your username

password: your password

-- Durham Tech Documents team

- Visit the link in the registration email within the specified time allowed and you will see the following (screen shot below).



- After you select the **Log In** button, you will be taken to a screen to set up your password (see screen shot below)

Durham Tech Documents

[Home](#) [Logout](#)

International

✓ You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

International

[View](#) [Edit](#)

E-mail address *

International@durhantech.edu

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password

••••••••

Password strength: **Weak**

Confirm password

••••••••

Passwords match: yes

To make your password stronger:

- Add uppercase letters
- Add numbers
- Add punctuation
- Make it different from your username

To change the current user password, enter the new password in both fields.

• Email settings

Plaintext email only

Check this option if you do not wish to receive email messages with graphics and styles.

• Locale settings

Time zone

America/New York: Tuesday, April 7, 2020 - 15:52 -0400

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Name

International

Department

Save

- Once you set the password, confirm it, and select the **Save** button, a note will display at the top “your changes have been saved.” Click on the **HOME** tab in the top left of the screen and follow the next steps.

3. On the home page, select **Center for the Global Learner** to submit documents.



Durham Tech Documents

[Home](#) [Logout](#)

Instructions

Welcome to the Durham Tech Document submission site. **If you have a Durham Tech account, please login using the form to the left.** |

Please collect the following information before submitting your documents:

- Your name
- A valid email address
- Digital copies of the documents in one of the following formats: PDF, JPEG, TIFF, GIF, PNG

Once you have all the required information, click on a link below to submit your documents to the corresponding department.

Admissions, Registration, and Records

[Submit documents](#)

Center for the Global Learner

[Submit documents](#)

Human Resources

[Submit documents](#)

4. **Enter your name and email address.** *If you have a Durham Tech ConnectMail, use that email address.*
5. If you have a Durham Tech student ID number, enter it in the comments. If you do not, enter your date of birth (Ex: January 1, 1980). If you have any other comments you want to let us know about the document(s) you are submitting, feel free to write them in the comments box.

Comments

PLEASE NOTE: Submit documents that are related together to expedite the admissions process. See examples below.

- **Financial documents** (bank statements and letter or affidavit of a sponsor) - submit all together as one file.
- **Immigration documents** (visa, passport, I-94, I-20s, etc.) - submit each type of document separately. (For example, submit all I-20s together as one document and submit passport as one document, etc.)
- **International Educational documents** - scan documents of the same educational level together. (Submit as one document per educational level.) Submit high school documents in one file. Submit Bachelor's level documents as one file, etc.

6. Select **Choose File** to *Add a new file* (file types accepted: pdf, .jpg, .tiff, .gif, .png)

Documents

Add a new file

No file chosen


Files must be less than 20 MB.
Allowed file types: pdf ps jpg jpeg png gif tiff.

7. Select **Upload** to confirm the selected document.



8. Select **Submit** to submit your document. If your submission is successful you will be redirected to a confirmation page and receive an email notification.



 **Durham Tech Documents**

Home Inbox History Logout

✓ Your submission has been saved.


Thank You.

Your documents have been sent to the Student Records department.

Here is your submission:

Name: Test User
Email address: testuser@durhamtech.edu

Comments:
Copy of my official Notice

Documents:
 OfficialNotice.txt

If you have any questions on this process or want to check to see if we received your documents, email international@durhamtech.edu.