DURHAM TECH

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.
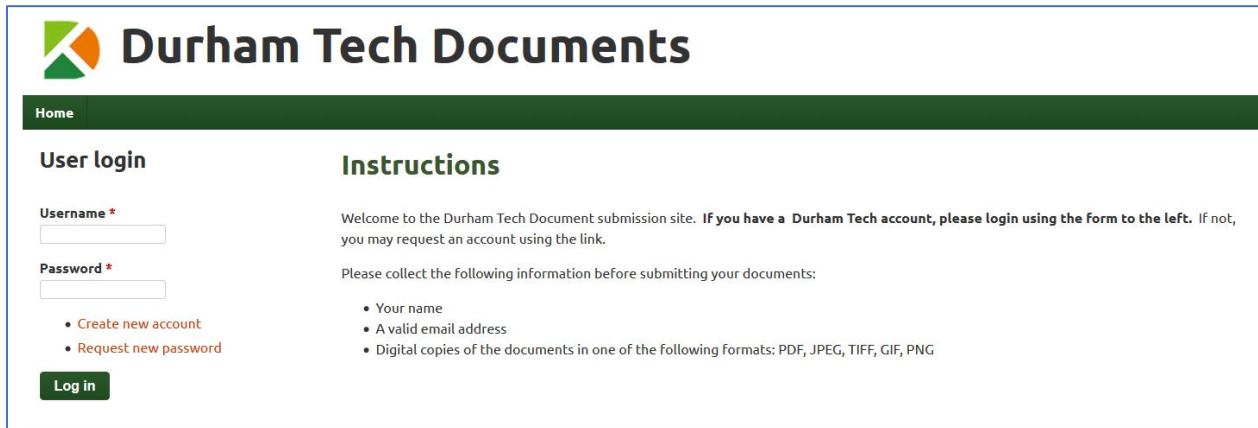
F-1 Student Application Documents
  ➢ financial support documentation, F-1 supplemental form, test scores, SEVIS responsibilities form

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.**

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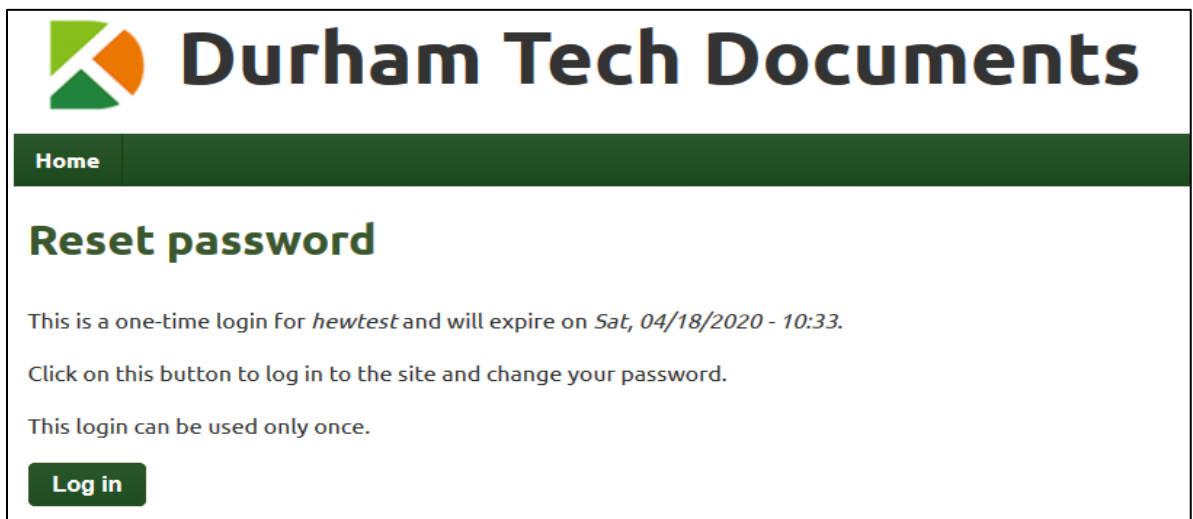
- After you select the **Log In** button, you will be taken to a screen to set up your password (see screen shot below)

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@durhamtech.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.

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.

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)**

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.

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