How to Upload International Student Check-in Documents

- 1. Log-in to the myUH Student Self-Service Portal at <u>https://my.uh.edu</u>.
- 2. Click on the myUH icon and enter your user ID (seven digit student ID or CougarNet userID) and Password as shown below.

UNIV	UNIVERSITY of HOUSTON SYSTEM					
	myUH	UHCL E-Services	my UHV			
	P. A. S. S.	\$	CS			
User ID						
123456	7 or CougarNet	userID				
Password	d					
•••••						
	Forgot Password? Forgot User ID?					
		Sig	in In			
Enable Screen Reader Mode						

3. On the Student Self-Service page, click on the Tasks tile as highlighted below.

Announcements	Acknowledgements	Student Communication Center	Student Center	
e				
	4 Outstanding			
Manage Classes	Tasks	Advising	Personal Information	
	1		Q	
	39 To Do's 17 Holds		0511165	
Financial Aid	Student Financials	Academic Records	Student Admissions	
				
Worklist	Housing			

4. Click on the Task item that you would like to download (e.g. Electronic/Paper I-94) as shown below.

🔇 Student Home		Tas	ks				â	۲	:
To Do List	51		University of Houston		muated	>			
N Holds		Spring VACER	University of Houston	Overdue	Initiated	>			
	11	Spring VACER	University of Houston	Overdue	Initiated	>			
		UGRD Interim Grade Policy Req	University of Houston	05/21/2021	Initiated	>			
		Summer Veteran Certification	University of Houston	07/29/2021	Initiated	>			
		Application Fee	University of Houston	08/18/2021	Initiated	>			ł
		Electronic/Paper I-94	University of Houston	08/18/2021	Initiated	>			
		Employment Auth Doc (EAD)	University of Houston	08/18/2021	Initiated	>			
		Evacuations Plan Form	University of Houston	08/18/2021	Initiated	>			

5. Click on the Upload File button.

Please upload a PDF version of your electronic I-94 from the CBP website here: https://i94.cbp.dhs.gov/l94/#/home If you've been in the U.S. more than 5 years and have an I-94 card, please scan and upload this instead.						
Upload File						

6. Click on the "Add" link.

Attached File	View	Add
	View	Add

7. Click on the OK button.

Please make sure PopUp Blocker is turned off Document must be in .PDF format

File name should not contain any invalid characters such as (*."<>?). Length of file name should be less than 30 characters. If you experience issues please shorten the length of your file name.

By submission, I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action.

ок	Cancel
ОК	Cancel

8. Click on the "My Device" icon.



9. Select the file you are uploading.



10. Click on the Upload button.



11. Click on the Done button.

	File Attachment	Done
Choose From		
My Device		
I-94.pdf File Size: 23KB		
		Upload Complete

12. Click on the "Save Uploaded File" button.



13. Your document upload is now complete.