Step 1
From international.twu.edu, hover over Current Students, click on Student Requests, and choose your request.

Step 2
Select the appropriate semester and year for your request and log in.

Step 3
Read learning content, update information, answer questions, upload required documents.

Step 4
Click on Submit button at the top of the page

Step 5
Request is sent to queue and reviewed by DSO in 1-3 business days

Step 6
Student should check TWU email over 1-3 business days for update on request.

1-3 business days

DSO verifies that all information is correct and processes request in International Portal.

Student receives automated notification that request has been processed.

Student accesses link in automated email to retrieve updated I-20, if applicable.

Student receives email notification that additional information is required. Return to Step 3.

Student has not received an email notification after 3 business day.

Student must log in to request, verify it has been submitted for correct semester/year, and that submit button has been activated.

Send email to appropriate DSO.