



UCF Global

UNIVERSITY OF CENTRAL FLORIDA

DS2019 Online Request

Submitter's User Guide

DS2019 Online Request

1. Login with your NID and password. Alternatively, you can reach this portal by navigating to <https://my.intl.ucf.edu/>



The image shows the UCF Global login page. It features the UCF logo and the text "UCF Global". Below the logo, there is a login form with fields for "User ID" (containing "NID") and "Password". There are buttons for "Login" (with a green checkmark icon), "Remember me next time", "Login via Windows SSO", and a link for "I forgot my password".

2. Select the *DS2019 Online Request* from the *eForms I Can Submit* panel.



The image shows the UCF Global DS2019 Online Request page. It features the UCF logo and the text "UCF Global". Below the logo, there is a header "DS2019 Online Request". There is a dropdown menu for "Select exchange visitor category" with "Select One" selected. Below the dropdown, there is a "Start Request" button with a green checkmark icon.

3. The DS2019 Online Request will open; select the category of the exchange visitor and start request.



The image shows the UCF Global DS2019 Online Request form. It features the UCF logo and the text "UCF Global". Below the logo, there is a header "DS2019 Online Request". The form is divided into sections: "Purpose of request" with a dropdown menu "Select One"; "Personal Data" with fields for "First Name", "Middle Name", "Family Name", "Birth Date", "Legal Sex" (dropdown "Select one"), "Marital Status" (dropdown "Select one"), "City of Birth", "Country of Birth" (dropdown "Select one"), "Country c" (dropdown "Select one"), "Country of Legal Permanent Residence" (dropdown "Select one"), "Foreign Street Address", "Foreign Street Address 2", "Country" (dropdown "Select one"), "City", "State / Province", and "Postal Code".

4. Complete all required information and submit.
5. Once submitted the request will be routed to the designated approvers. Progress of your request can be tracked via this online portal.