

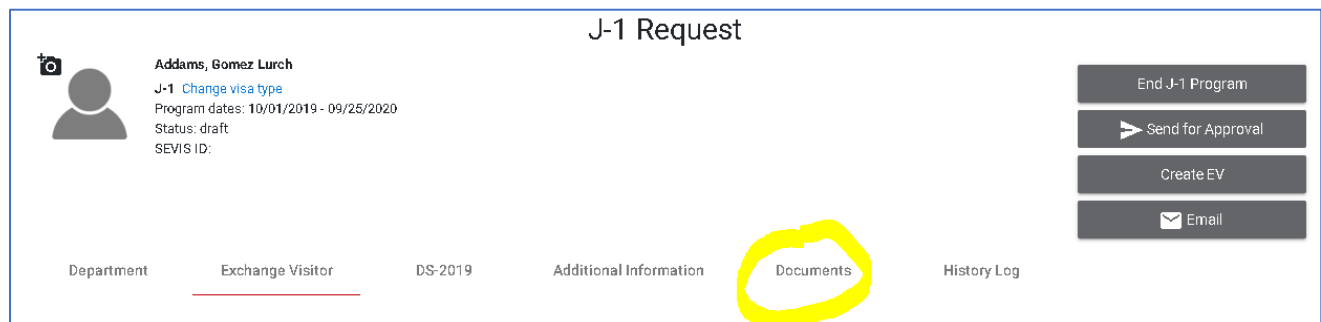
- **When and why would you do this?**

- With any immigration request (new, extension, transfer), you must provide evidence to support the information you have entered. You should upload your documentation as soon as you are able to do so.

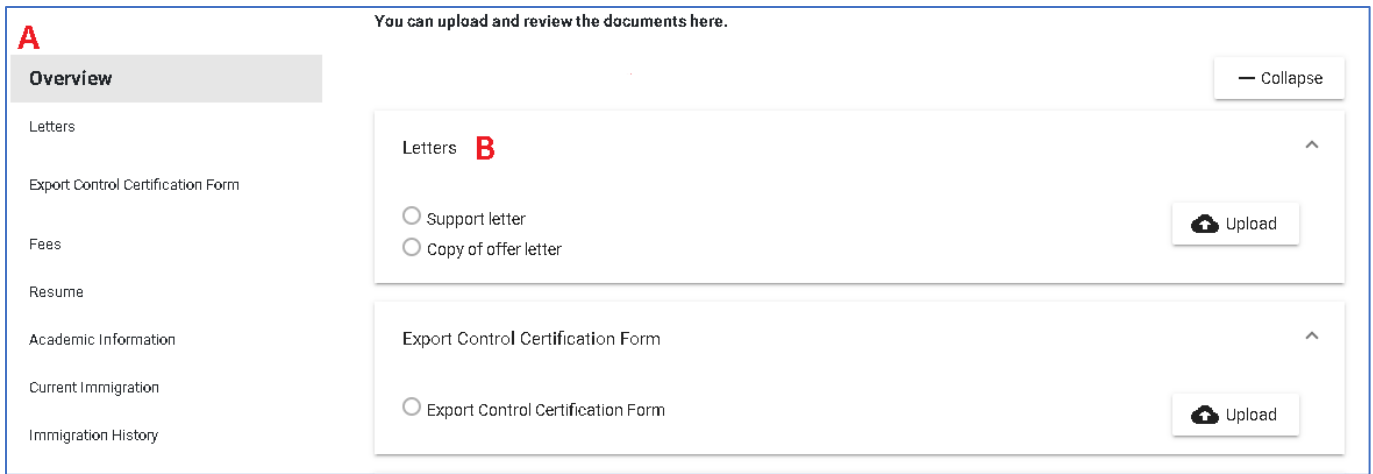
### Steps:

1. Login to the [Scholar Portal](#) (or navigate there from [terradotta.wisc.edu](http://terradotta.wisc.edu)).
2. Once you are logged in to Terra Dotta:
  - Scholars: click on the Documents tab within your profile
  - Department Admin and ISSS Admin: On the Pending tab of your Dashboard, open the scholar's card you want to upload documents for. Click on the Documents tab. (NOTE: it is rare that you would upload documents into a scholar's active card).

### Examples:

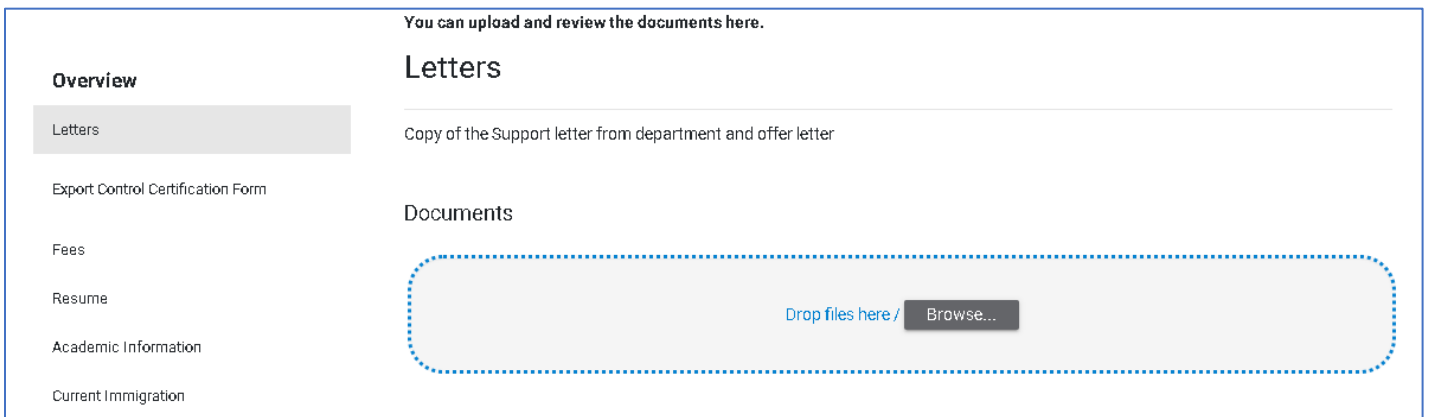


- A. Overview: This section shows all categories of documents for the application.
- B. This section shows which documents are housed in which category. A green checkmark (✓) will appear next to the name of the document when you have uploaded something to that category.



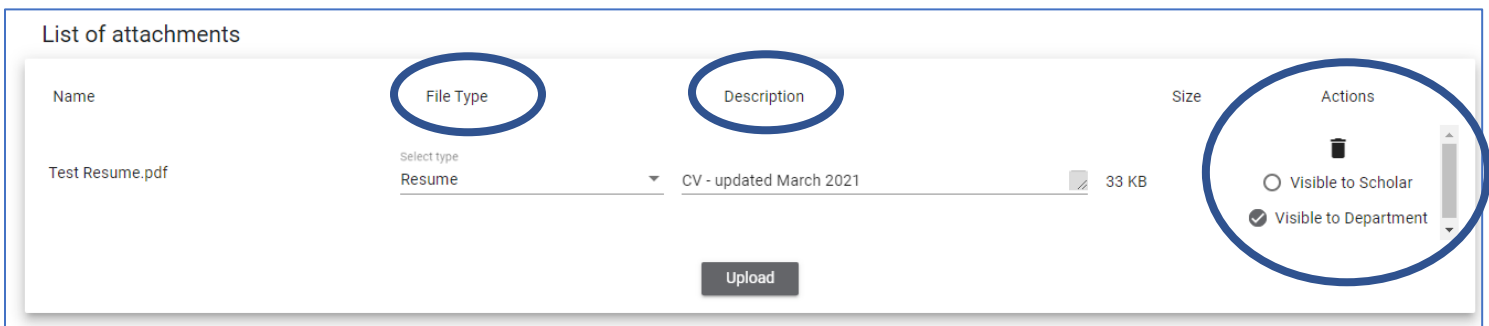
4. To upload a document, click on a category either by selecting the category name on the left-side menu, or by selecting the Upload button on the expanded category on the right (See “B” above). When you see the image below, you can either drag and drop a document or you can click on “Browse” to upload a document.

- **Please upload PDF documents, not jpgs, word documents, etc.**
  - Computer: [How to Convert a Microsoft Word Document to a PDF](#) or [Convert JPG to PDF](#)
  - Mobile Devices: If you have an iPhone, iPad, or iPod Touch, you can use [these instructions](#) to scan a document to create a PDF. If you have an Android device, you can use [these instructions](#) to scan a document into your Google Drive as a PDF.



5. Once you have selected the document to upload, choose the File Type, add a description (if the name of the file doesn’t already provide a description), AND also select who should be able to view the document (scholars, always make your documents visible to the Department. If there’s an option to make documents visible to ISSS Admin, select that too, but that should be automatic that ISSS Admin see all documents that are uploaded by anyone)

- If you select the wrong document to upload, you can click on the trash can icon under “Actions” to delete the document before uploading it.
- You may not be able to delete a document after it is uploaded, but IFSS can (the ISSS Admin).



6. Click on the “Upload” button.

7. Once the document is uploaded, it will look similar to the image below (the Action section may vary depending on if you are a scholar, Dept Admin or ISSS Admin). To view the document, you can click on the blue, hyperlinked text, and the document will be downloaded to your computer. NOTE: only ISSS Admin have the ability to change category; so, if you upload it into the wrong category, don't worry—we will fix that when we review the case).

| Saved attachments               |           |       |             |             |   | Change Category |
|---------------------------------|-----------|-------|-------------|-------------|---|-----------------|
| Name                            | File Type | Size  | Uploaded By | Uploaded On | Action  |                 |
| <a href="#">Test Resume.pdf</a> | Resume    | 33 KB | Test, IFSS  | 03/17/2021  | <br><input checked="" type="checkbox"/> Visible to Scholar<br><input checked="" type="checkbox"/> Visible to Department |                 |



**Overview** — Collapse

- Letters
 

Letters ^

Support letter

Copy of offer letter

Upload
- Export Control Certification Form
- Fees

9. Repeat steps 4-6 for each document you need to upload. You can upload multiple documents in the same category at the same time. Be aware though: if they are big files or you are trying to upload too many files at the same time, it may take Terra Dotta a few minutes to upload. Be patient, or upload documents one at a time.

### Tips for Uploading Documents

- Expand the Instructions at the top of the Documents tab to access the appropriate Document list of what you need to upload. The list will open in a new tab and you can print that if you'd like by right clicking and selecting print.

Instructions

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Instructions for Documents Tab

IFSS has put together a checklist of what documents you are required to upload. The link below will also tell you under which category to upload the document into. If you see that someone has already uploaded a document that is identical to the one you have, please do not upload a duplicate document. Note: If you accidentally upload a document into the wrong category, you can "reject" it. It will stay in the Documents tab at this time, though, for historical purposes.

[H-1B Scholar List of Documents to Upload](#)

[H-1B Hiring Unit List of Documents to Upload](#)

For UW-Madison hiring units only: At this time, please request the appropriate [H-1B filing fee checks](#) from Business Services.

- PDF documents are preferred.
- Make sure each document is its own separate file. Do not upload one PDF that contains all documents. This may cause an error in Terra Dotta. It may also cause confusion to the IFSS staff member who will evaluate the application. **Exception:** Paystubs are required for H-1Bs; those may be uploaded into one PDF file.
- To avoid issues with Terra Dotta timing out, we do recommend uploading one file at a time. It will save you in the long run.