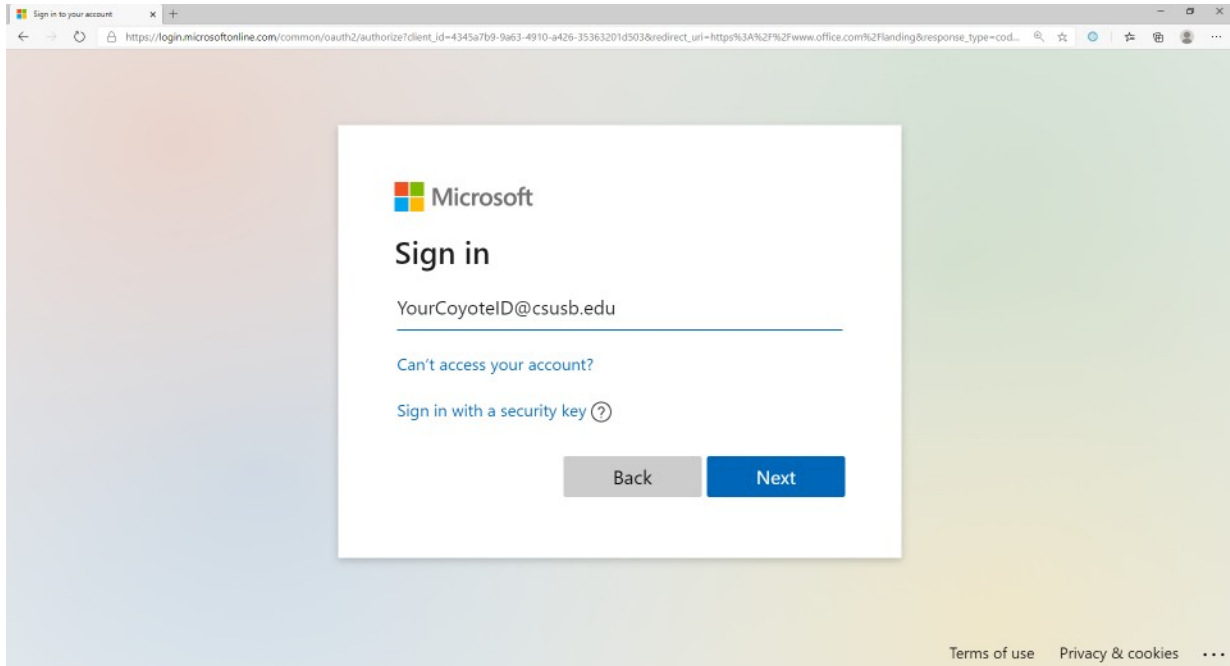


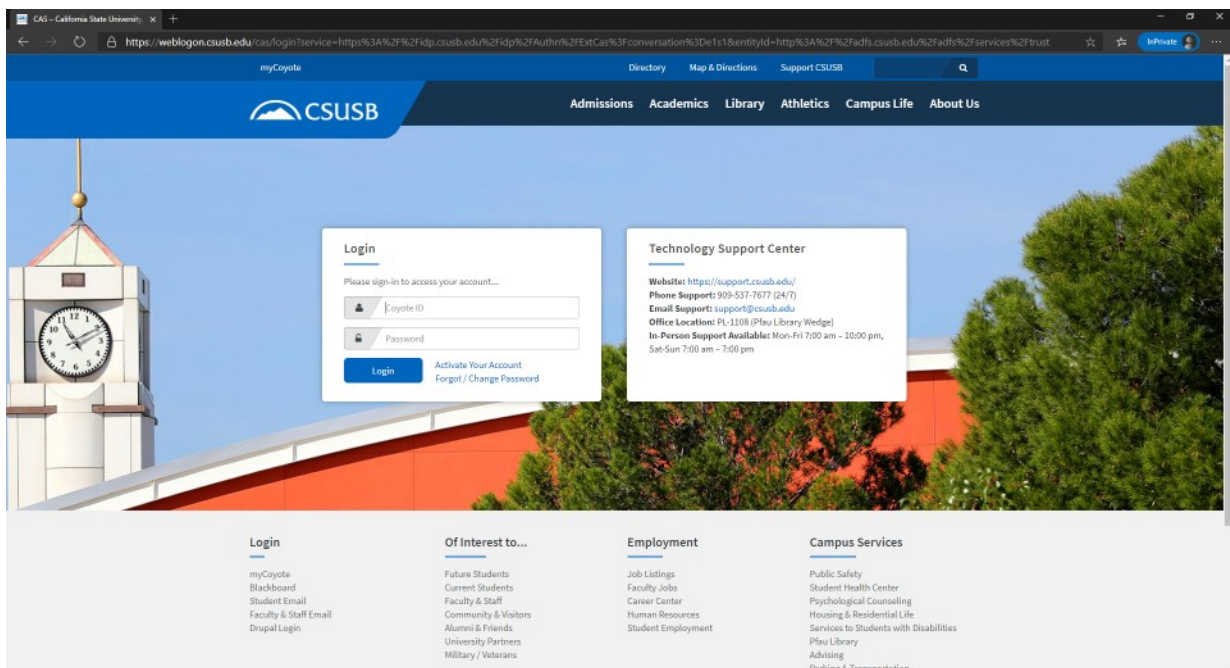
# Orientation Document Upload Login Instructions

In order to access and proceed to our online services request and orientation document upload page, you will need to login to your coyote account through Microsoft's Office 365 website. [www.office.com](http://www.office.com)

1. Click on "Services Requests" or "Orientation Document Upload" to start the login process
2. You will need to log in using this credential: [yourCoyoteID@csusb.edu](mailto:yourCoyoteID@csusb.edu) (**Please note, it is NOT yourCoyoteID@coyote.csusb.edu** ). Please click Next.



3. You will be direct to campus coyote login. Please enter your ID and password.



4. After you successfully login, you will be redirect to the International Student Orientation Document Submission Form.

International Student Orientation Form

### International Student Orientation Document Submission Form

Term	Year	Coyote ID	First Name	MI	Last Name
SPRING	2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Welcome to the International Student Immigration Check-in! This is one part of the International Student Orientation process, where you will submit the required documents for your immigration records with CSUSB. The second part of the orientation process will take place at the beginning of classes next term, when we will host in-person and recorded informational sessions for all international students.

Before you begin filling out this form, you will want to prepare your digital copies of your documents as listed below. **Please note that you must submit all documents in one session.** If for any reason you do not have the document to upload, please complete this form <https://www.csusb.edu/sites/default/files/1/Coyote%20101%20orientation%20spring%202021%20document%20blank%20page.pdf> with the following information: (1) first and last Name, (2) your CSUSB student ID number, (3) name of document you are missing, (4) explanation for the missing document. Please keep in mind that your orientation hold will not be lifted until you have submitted all the required documents.

If you have any questions or concerns please contact us at [iss@csusb.edu](mailto:iss@csusb.edu)

**If you are in the US:**

1. Your Passport bio page (which has your photo and date of birth info)
2. Your I-20 or DS-2019 form
3. Your Visa stamp page
4. Your I-94 card
5. Proof of Health Insurance
6. CISP Risk Statement
7. CISP Student Photo Release Form
8. International Student Responsibilities
9. Third Party Release Form

5. If you have any questions, please contact us at 909-537-5193, [cisp@csusb.edu](mailto:cisp@csusb.edu)