

Student Portal Manual

Purpose and description of the Student Portal

The Student Portal is a web-based application used by the Harvard International Office (HIO) to allow new international students to register on-line. The Portal is **only** for international students who are coming to Harvard University for the first time and who hold an F-1 Visa.

All new international students are required to register with the HIO immediately after they arrive and before they register for classes.

For a successful experience with the Portal it is very important that you take the time to read this Manual and follow the steps **in the order** described below.

Steps to follow to use the Student Portal and register on-line

1. Download and read carefully this Manual
 2. Go to the Student Portal page (will be sent to you in an email) and create a password to login
 3. Read the Guidelines for On-line Registration of the Portal
 4. Take pictures or scan your immigration documents (Passport , Visa Page)
 5. Download and save a copy of the I-94 page and your Entry Stamp (**after your arrival in the U.S.**)
 6. Save the above documents in your computer or electronic device
 7. Open the Personal Information section in the Portal Main Menu
 8. Open the Upload Documents section in the Portal Main Menu
 9. Submit for Approval
 10. Conclusion: Confirm that your registration is complete
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1. **Download or print and read carefully this Manual.** Download, read and have this manual available prior to registering on-line.

 2. **Go to the Student Portal page (will be sent to you in an email) and create a password to login.**

Around the time you arrive in the U.S., you will receive an email from internationaloffice@harvard.edu giving you information about how to login to the Student Portal.

The email message that you will receive from the HIO will look like this:

Welcome to Harvard University!

You should have already received an email regarding the HIO Student Portal for F-1 Students. If you are still outside of the U.S., you can only complete the initial steps in the Harvard International Office (HIO) Student Portal, such as creating a password. Please retain this email for the future and follow the steps below after your arrival in the U.S.

If you are currently **IN** the United States in F-1 status, you may complete the HIO registration process in its entirety.

Please [click here](#) for a step-by-step guide on how to navigate the HIO Student Portal, create a password, and upload immigration documents.

Registration of your immigration status with the HIO is mandatory. **You will not be able to register for classes until this process is complete.** Registering electronically will save you time and expedite your immigration registration once you arrive in the U.S. There are a few things you will need to do to utilize the HIO Student Portal/electronic registration of your immigration status.

The following account credentials will allow you access to the HIO Student Portal website.

Portal URL: xxxxxxxxx

Username: xxxxxxxxxxxx

First time users, click XXXX for registration.

Password Policy:

Use at least one Uppercase, one Lowercase, and one Numeral.

Use at least one of these special characters ! @ # \$ % * () - + = , < > : " ' .

Password must be at least 8 characters long.

Please make sure your spam blocker does not block emails from internationaloffice@harvard.edu.

Once you have submitted all the documents to the HIO via the HIO Student Portal, you will receive an email confirmation that we have received your documents. The HIO may require up to two business days to review your documents and complete your on-line registration. Please note that your on-line registration must be completed successfully before your course registration hold can be lifted by the registrar's office and before you can pick up your Harvard student ID. Please plan accordingly.

If we need any additional information from you, we will email you.

Do not access the page above unless you have received this email, because only existing accounts will be able to login to the Portal.

Note: If your registration deadline is approaching and you have not received an email like the one above, check your spam folder. If you still can't find the email, contact the HIO.

After you get the email shown above, go to:

<https://studentportal.hio.harvard.edu/Login.aspx> The following page appears:

International Student Portal
By Ellucian®

Already a user? Sign in with your E-mail address

E-mail

Password

Sign In

[Forgot your password?](#)

First time user? Click [here](#) to set your password

Need help? Contact us at

617-495-2780 or internationaloffice@harvard.edu

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Because you are a first time user, click above where the red arrow is. The screen below appears. Make sure the email address you enter is the one at which you received the message from HIO.

The screenshot shows a web browser window with two tabs. The active tab is titled "Sign In Page for Internation..." and has the URL "https://studentpor...". The browser's address bar also shows "Convert" and "Select". The main content area of the browser displays a registration/reset password form. The form has a title "Registration/Reset:" and a prompt "Please enter E-mail address used as your login". It contains three input fields: "E-mail" (with an envelope icon), "Password" (with a lock icon), and "Confirm password" (with a lock icon). Below these is a section titled "Personal Information" with a "Last Name/Family Name" input field (with a person icon). There is a "Date of Birth" label followed by a date picker input field. Below that is a "Country of Citizenship" label followed by a dropdown menu. At the bottom of the form are two buttons: "Register/Reset Password" (blue) and "Cancel" (grey).

Registration/Reset:

Please enter E-mail address used as your login

E-mail

Password

Confirm password

Personal Information

Last Name/Family Name

Date of Birth

Country of Citizenship

Register/Reset Password Cancel

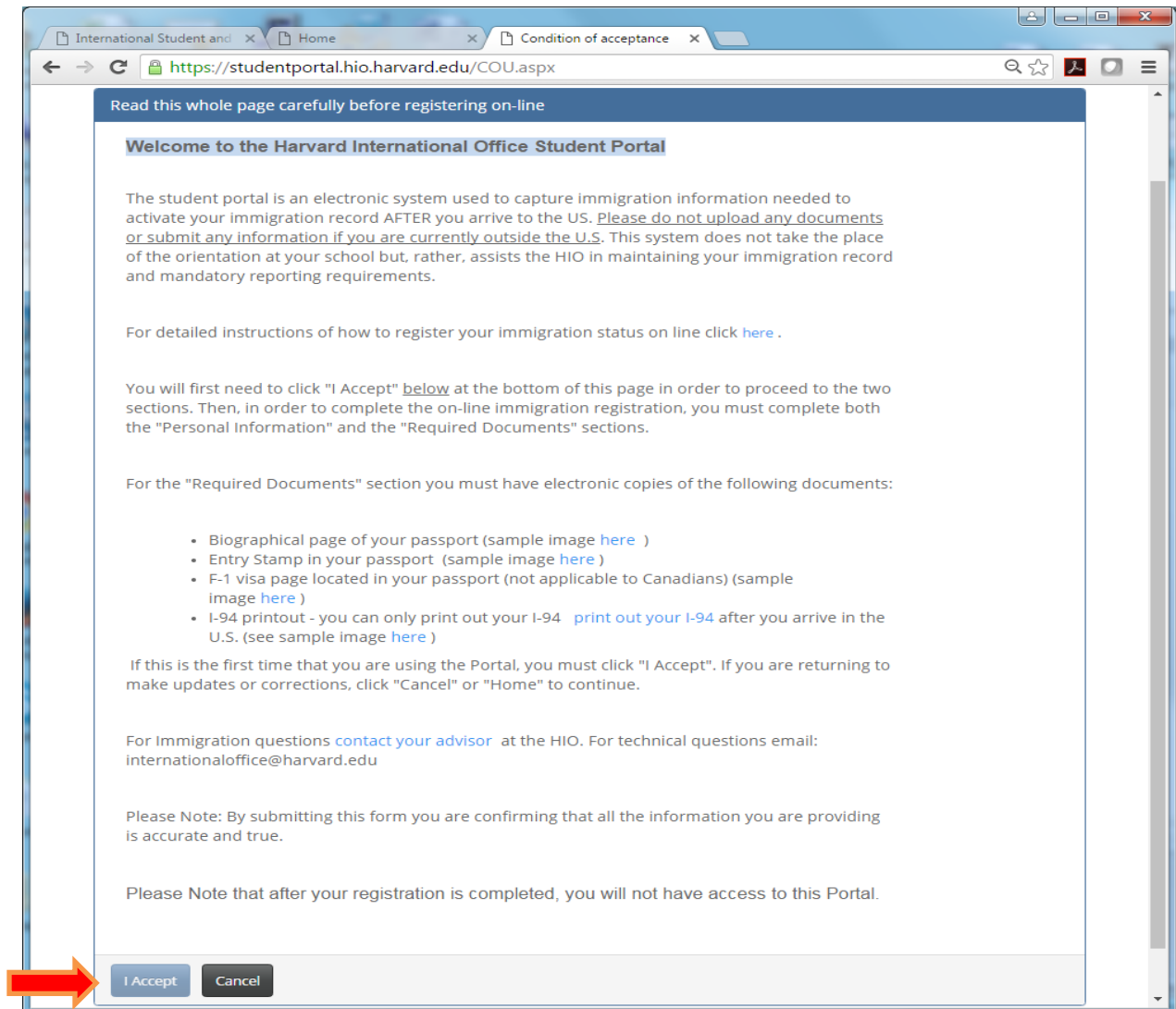
Keep the following requirements in mind while you create a password:

- Password must have a minimum of 8 characters.
- Password can have letters or numbers.
- Password must include at least one special character (\$ @ &, etc.).

IMPORTANT: After you have successfully created your password, click on “Register/Reset Password”. You will be taken back to the original login screen. Enter your email address and your new password and click on “Sign in”.

3. Read the Guidelines for On-line Registration

When you Sign In, you will see the following screen



Click on “I Accept” to continue.

4. Take pictures or scan your immigration documents. Make electronic copies of these documents **before** you login to the Portal. Note: The documents can be in either PDF or JPEG format. Make sure they are clear and no larger than 1MB in size each. Give each document a meaningful name so that you can identify them easily later.

- [illegible]

-
- VISA** **UNITED STATES OF AMERICA**
- Issuing Post Name: ASUNCION
Surname: DHENT
Given Name: STU
Passport Number: 300649
Entries: M
Issue Date: 17 JUN 2003
Expiration Date: 07 JUN 2007
Nationality: MEDFORD
- Annotation: N00006503
HARVARD UNIVERSITY
CAMBRIDGE
- VNUSAOTTO<<L
3230064923XGE8309248M07060 1ASN000SM830103

Download and save a copy of the I-94 page. To get a copy of the I-94 page, go to: <https://i94.cbp.dhs.gov/i94/consent.html>



U.S. Customs and Border Protection

Securing America's Borders

OMB No. 1651-0111
Expiration Date: 11/30/2014

Get I-94 Number

I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: [REDACTED]

Print

Admit Until Date (MM/DD/YYYY): D/S

Details provided on Admission (I-94) form:

Family Name: [REDACTED]

First (Given) Name: Federico

Birth Date (MM/DD/YYYY): [REDACTED]

Passport Number: [REDACTED]

Passport Country of Issuance: Italy

Date of Entry (MM/DD/YYYY): 05/11/2013

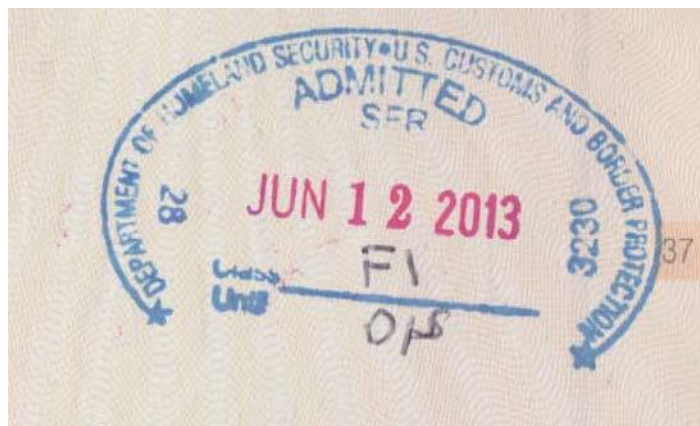
Class of Admission: F1

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

- Copy your most recent Entry Stamp given by the U.S. Customs and Border Protection agent at the U.S. port of entry. You will find this stamp in your passport. You might have more than one stamp, so make sure you copy the most recent one.



6. Save the above documents in your computer or electronic device.

Remember where you save your electronic copies and give them a meaningful name to be able to retrieve them later.

The next few steps are very important: To Register on-line each student has to follow these steps:

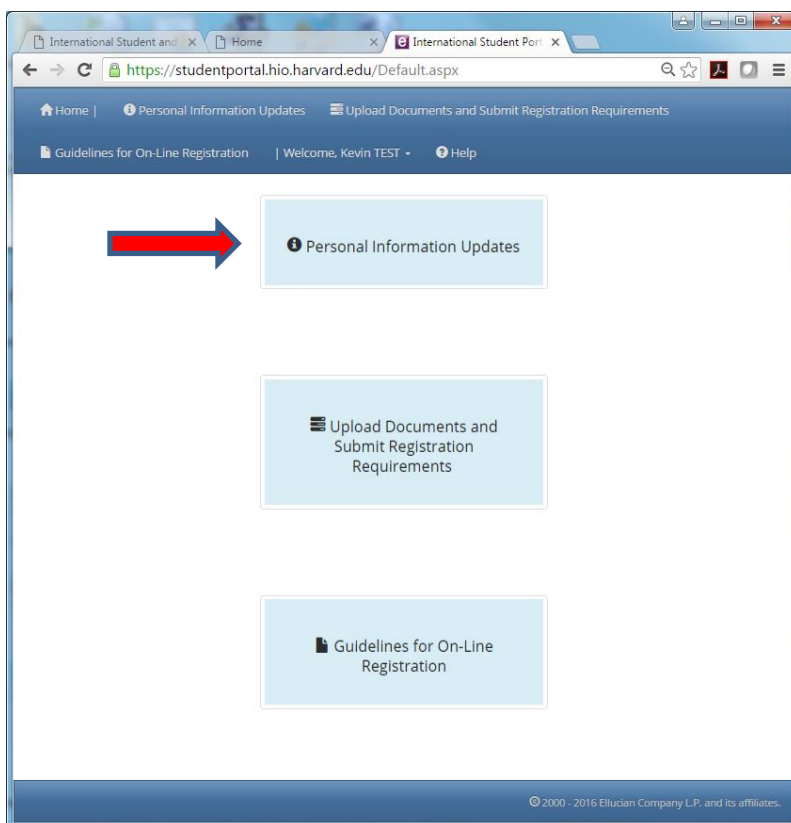
First: Update the Personal Information section with the current address and other data

Second: Upload copies of the required documents.

Third: Submit for approval all requirements (data and documents).

7. Open the Personal Information section in the Portal Main Menu

Click on Personal Information Updates.



In the Personal Information section, do the following:

- Verify that the information about you that appears at the top of the screen is correct. **If it is not correct, stop the process and contact the Harvard International Office immediately at internationaloffice@harvard.edu**
- Complete the Address section by filling your local (U.S.) address.
- Complete the Visa information section by filling your Visa Page Issue Date, Expiration Date and number of entries (see page 5 for the location of this information on the Visa Page inside your passport)
- Enter the following Custom Fields:
 - Student Consent (allow the HIO to share your contact information with other students and scholars from your own country?), Enter YES or leave blank.
 - Number of visa entries on your Visa Page in your passport (see page 5 of this Manual).
 - Write your comments for the HIO (Optional).
- **SAVE the data after it is completed.**

The screenshot shows the Harvard International Student Portal. At the top, a navigation bar includes links for Home, Personal Information, OPT Information, Requirements, and Event Signup. Below this is a summary table with the following data:

Full Name	Campus ID	SEVIS ID	Academic Department	Level of Study (on I-20)	Visa Type
Test Portal	00000099	N1990000299			F-1

Below the table is the 'Personal Information' section, which is divided into two main parts: 'Name' and 'Address'. The 'Name' section includes fields for Passport Last (family) Name (Test), Passport First (given) Name (Portal), Passport Middle Name, Date of Birth (1/1/1980), and Country of Citizenship (Andorra). The 'Address' section includes fields for US Address Line 1, US Address Line 2, Address City, US Address State/Province, US Address Postal Code, and US Phone.

Continue completing the Personal Information Section and make sure you save it after it is completed.

International Student and ... Home International Student Port ...
https://studentportal.hio.harvard.edu/PersonalInformation.aspx
Home | Personal Information Updates | Upload Documents and Submit Registration Requirements
Guidelines for On-Line Registration | Welcome, Kevin TEST | Help

Visa Information

Visa Stamp Expiration Date:
2/29/2028

Visa Stamp Issue Date:
6/1/2016

Additional Information

Field Name	Field Data
Student Consent	
Visa Entries located in the Visa Page of your Passport	
Write your Comments for the HIO	

Save Reset

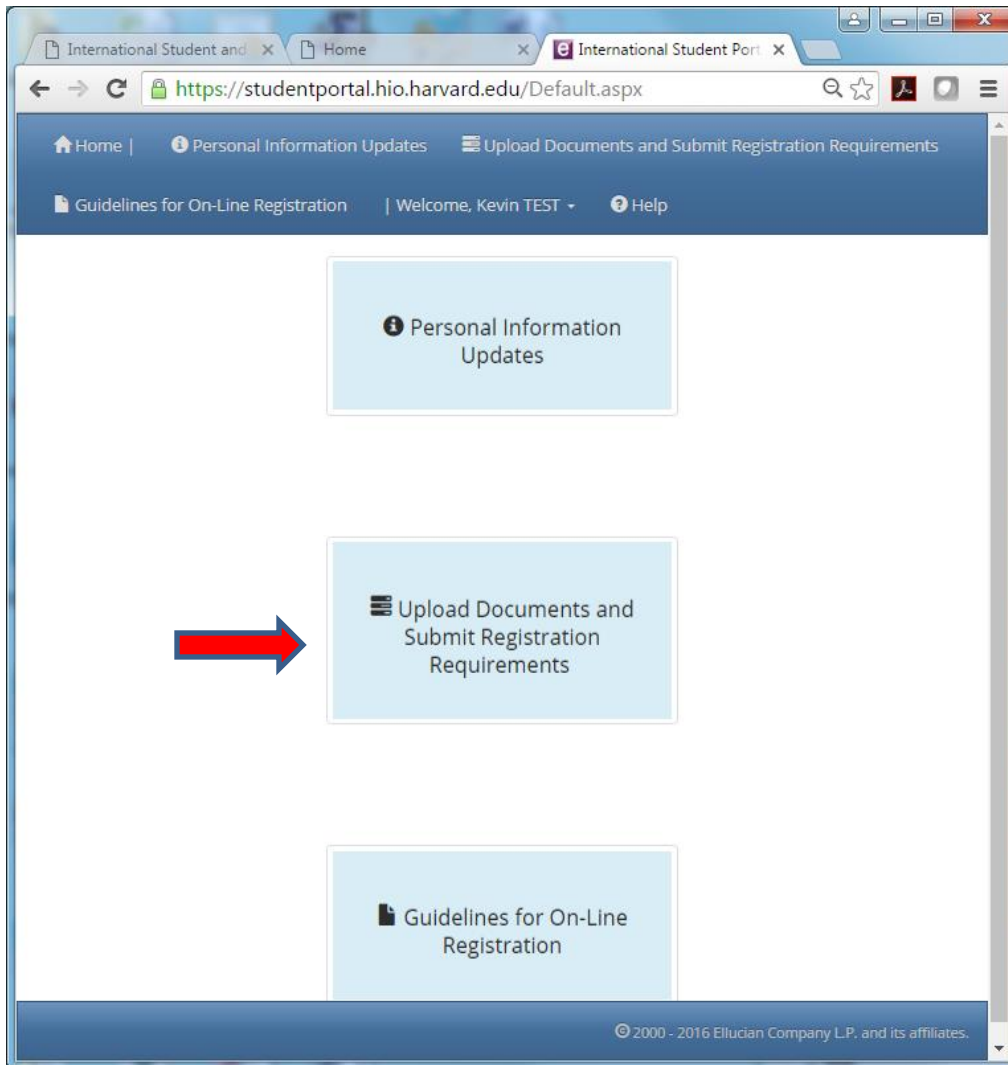
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Complete

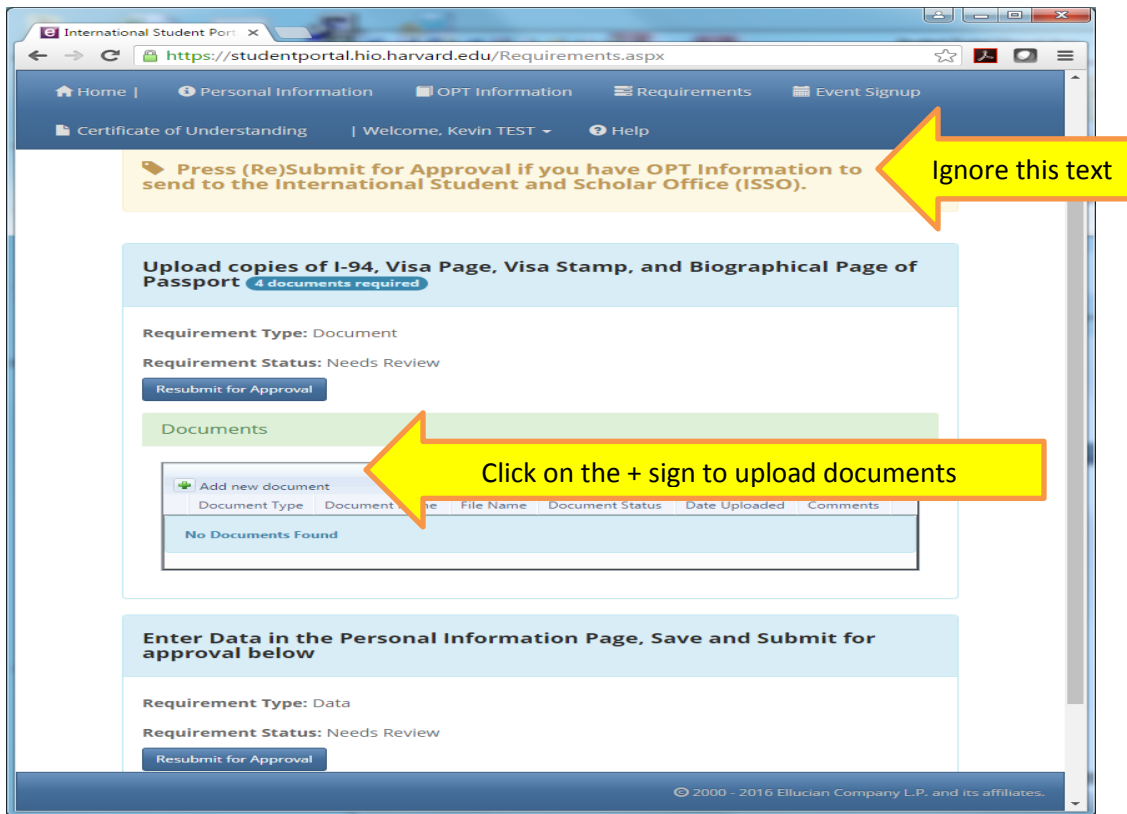
Complete

SAVE

8. Open the Upload Documents and Submit Registration section in the Portal Main Menu



In this section, you will need to upload electronic copies of your documents.



Upload a copy of each document required for registration (these are the documents that you had scanned previously)

- Passport Biographical Page
- Visa Page
- I-94 Form
- Entry Stamp

For each document, enter Document Type using the drop-down menu, its name, and then click on “Select” to locate it in your files. When you find the document, click on “Upload” to upload it.

Keep uploading documents until you have completed them all.

The screenshot shows a web browser window with the address bar displaying <https://studentportal.hio.harvard.edu/Requirements.aspx>. The page has a blue header with the text "International Student Port" and a hamburger menu icon. Below the header is a green section titled "Documents". Inside this section is a white box containing the document upload form. At the top of the form are two links: "Add new document" (with a plus icon) and "Refresh" (with a circular arrow icon). Below these links is a table with the following headers: "Document Type", "Document Name", "File Name", "Document Status", "Date Uploaded", and "Comments". The table is currently empty. Below the table are three input fields: "Document Type:" with a dropdown menu showing "Biographical Page of Passport", "Document Name:" with a text input field containing the placeholder "Enter the document name", and "Document Path:" with a text input field and a "Select" button. At the bottom of the form are two buttons: "Upload" (blue) and "Cancel" (dark grey). Below the form is a light blue box with the text "No Documents Found". At the very bottom of the page is a blue footer with the copyright notice "© 2000 - 2016 Ellucian Company L.P. and its affiliates."

International Student Port

<https://studentportal.hio.harvard.edu/Requirements.aspx>

Documents

[+ Add new document](#) [Refresh](#)

Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments
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Document Type:
Biographical Page of Passport

Document Name:
Enter the document name

Document Path:
Select

Upload Cancel

No Documents Found

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When you have finished uploading your documents, your screen should look similar to the one below:

The screenshot shows a web browser window with the URL <https://studentportal.hio.h...>. The page has a navigation bar with links: Home, Personal Information, OPT Information, Requirements, Event Signup, and Certificate of Understanding. Below the navigation bar, there is a section titled "Upload copies of I-94, Visa Page, Visa Entry Stamp, and Biographical Page of Passport" with a sub-header "4 documents required".

Requirement Type: Document
Requirement Status: Needs Submission
Submit for Approval

Documents

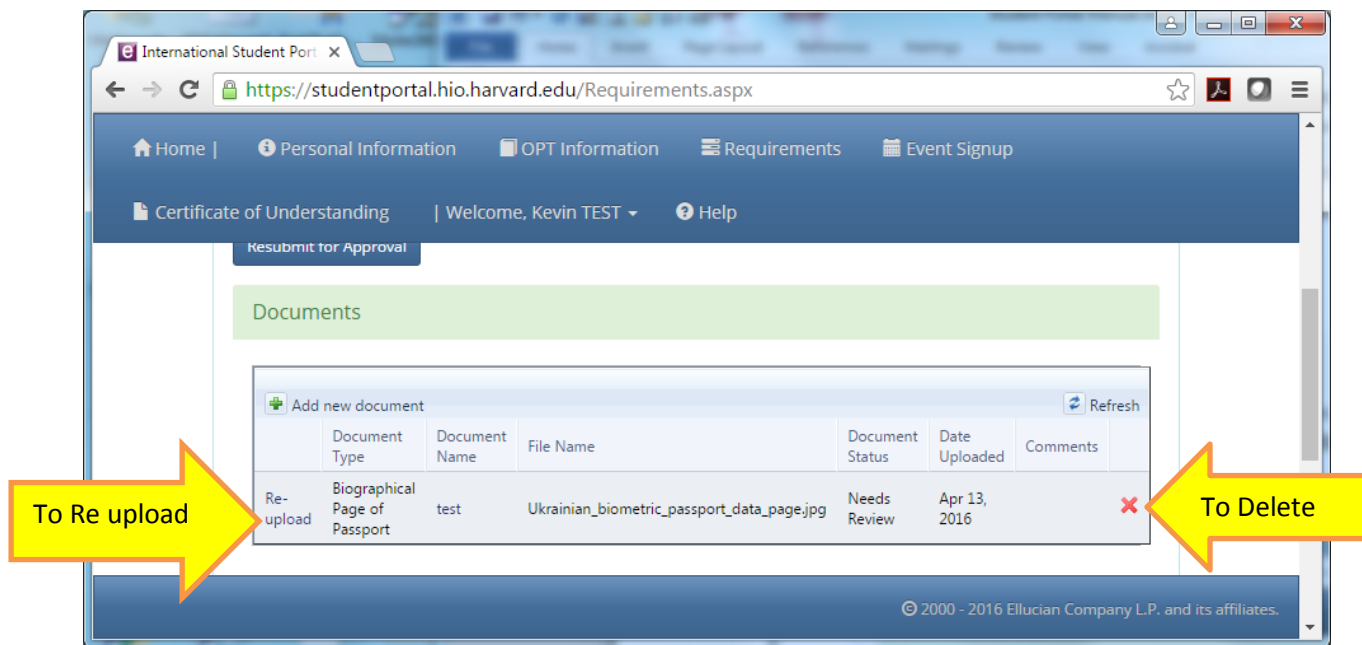
Add new document							Refresh
	Document Type	Document Name	File Name	Document Status	Date Uploaded	Comments	
Re-upload	I-94	My I-94	I-94_F1.jpg	Needs Review	Apr 25, 2016	✗	
Re-upload	Biographical Page of Passport	My passport	Ukrainian_biometric_passport_data_page.jpg	Needs Review	Apr 25, 2016	✗	
Re-upload	Visa Page	My very own visa page	VisaPageSample33.jpg	Needs Review	Apr 25, 2016	✗	
Re-upload	Visa Stamp	My Visa Entry Stamp	F1VisaStampadmissionstamp.jpg	Needs Review	Apr 25, 2016	✗	

Enter Data in the Personal Information Page, Save and Submit for approval below

Requirement Type: Data

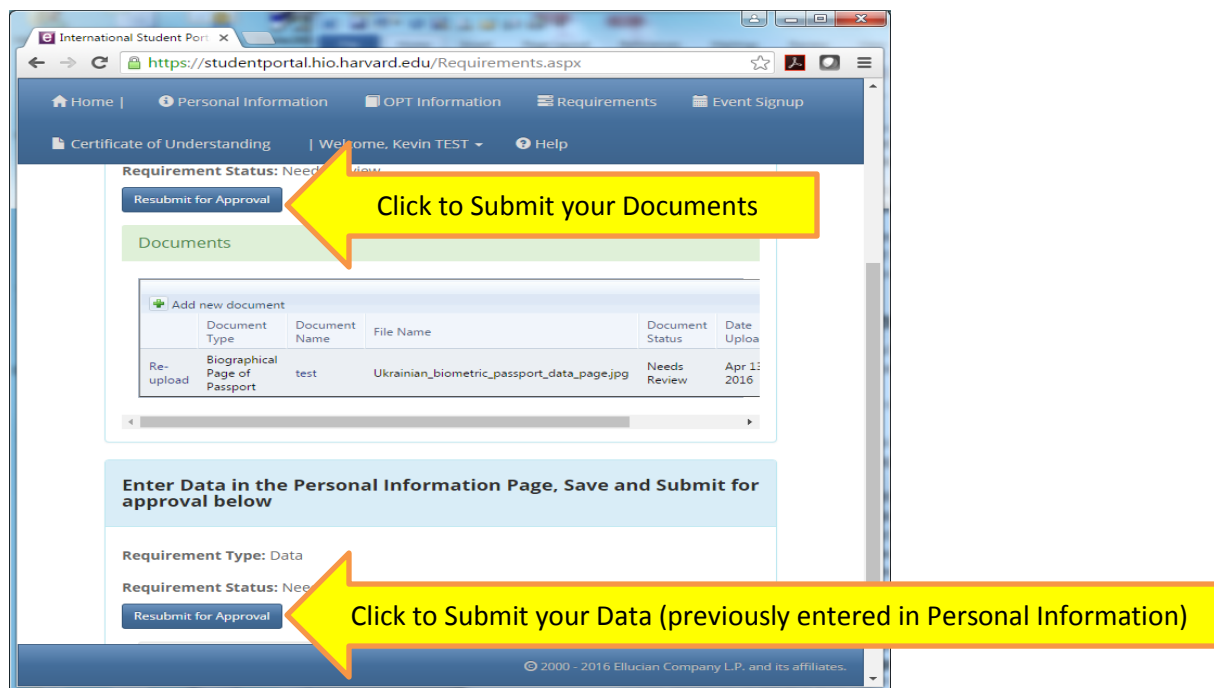
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You can delete (click on the ✗) or Re-upload an uploaded document:



9. Submit for Approval

This is very important. If you don't complete this step, your on-line registration will not take place. You must Submit both your Data requirements **and** your Document requirements. Make sure you click Submit in **BOTH** places.



10. Conclusion

You have completed your on-line registration for the Harvard International Office. If there is anything missing or incomplete, the HIO will be in touch with you via email. You can also check the status of your registration in your Portal account 24-48 hours after submission. When the registration is completed and approved, you will receive an email confirmation (see example below). Shortly after the registration is completed, the Portal account will be inactivated.

The email message will look like this:

From: internationaloffice@harvard.edu

Subject: *Congratulations! Your on-line Registration is Complete*

Dear Student,

You are receiving this email to confirm that you have completed your required registration for the Harvard International Office (HIO). It may take up to 2 business days for the HIO to review your documents and remove your course registration hold.

If you have any questions, please contact us at internationaloffice@harvard.edu

Remember that your on-line registration is not a substitute for an orientation session at your school.

Although registration is required, it is not mandatory to use the Student Portal. If you feel more comfortable registering in person at the HIO, need to talk in person with your advisor, or have any technical difficulties with the Portal, feel free to come to the office during [working hours](#).

If you need any help using the Student Portal send an email to:
internationaloffice@harvard.edu