How To Use the Secure Electronic Document Submission System
Center for the Global Learner (CGL)

Use the secure electronic document submission site to securely submit the following documents:

International Educational Documents
diploma, international test scores, professional evaluation of international degree, etc.

Immigration Documents
passport, visa stamp, approval notice, I-94, I-20, EAD/work permit, green card/permanent resident card, etc.

F-1 Student Application Documents
financial support documentation, F-1 supplemental form, test scores, SEVIS responsibilities form

Non-Profit Sponsorship Documentation

1. Go to: https://docs.durhamtech.edu/
2. Log in using your Durham Tech credentials (WebAdvisor/Self-Service login and password).

- After you created a new account, you should receive the following email
  From: Durham Tech Documents <forms@durhamtech.edu>

  Dear (your username)

  Thank you for registering at Durham Tech Documents. You may now log in by clicking this link or copying and pasting it to your browser: https://docs.durhamtech.edu/user/........................
 *This link can only be used once to log in and will lead you to a page where you can set your password. After setting your password, you will be able to log in at https://docs.durhamtech.edu/user in the future using:*

  username: your username
  password: your password

  -- Durham Tech Documents team

- Visit the link in the registration email within the specified time allowed and you will see the following (screen shot below).
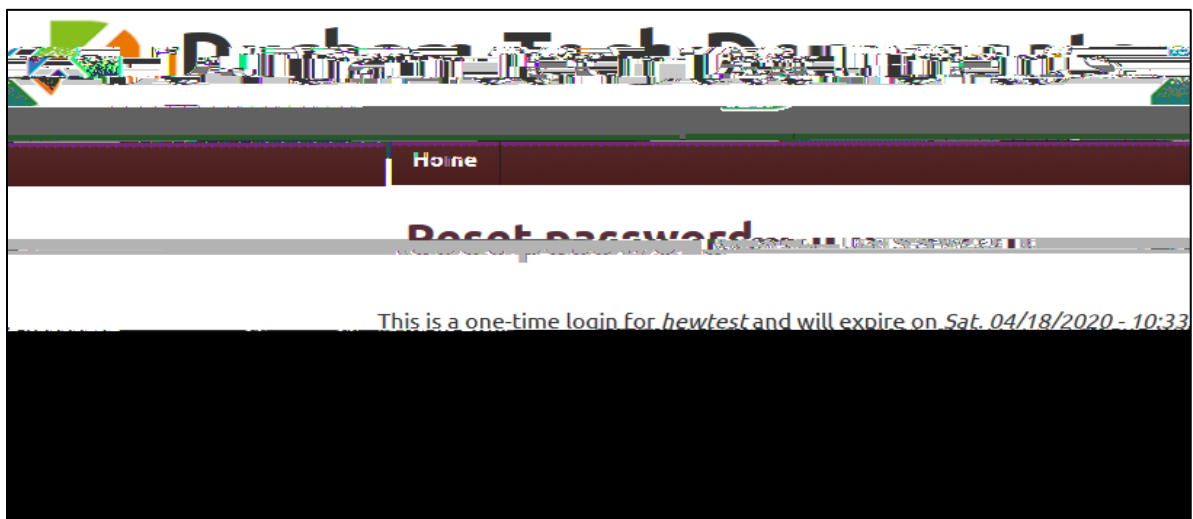
- After you select the **Log In** button, you will be taken to a screen to set up your password (see screen shot below)

- Once you set the password, confirm it, (s)-7..4 (2 a)-va]i41 1 Tf0 Tc 0 po31 (ri)-5e 30.cword, 22btn,in

3. On the home page, select **Center for the Global Learner** to submit documents.

4. **Enter your name and email address.** *If you have a Durham Tech ConnectMail, use that email address.*

6. Select **Choose File** to *Add a new file* (file types accepted: pdf, .jpg, .tiff, .gif, .png)

7. Select **Upload** to confirm the selected document.

8. Select **Submit** to submit your document. If your submission is successful you will be redirected to a confirmation page and receive an email notification.