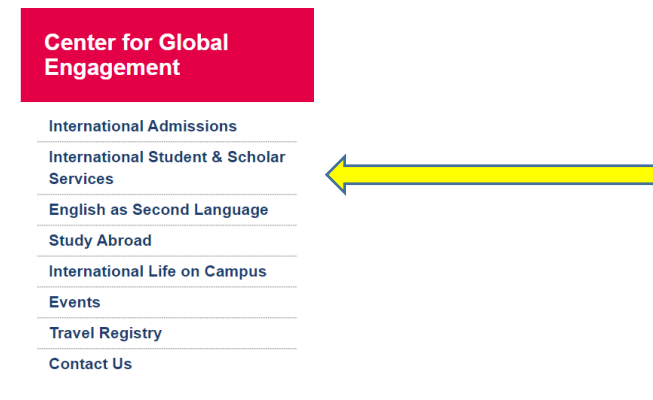


How to Request Immigration Assistance as a Current Student

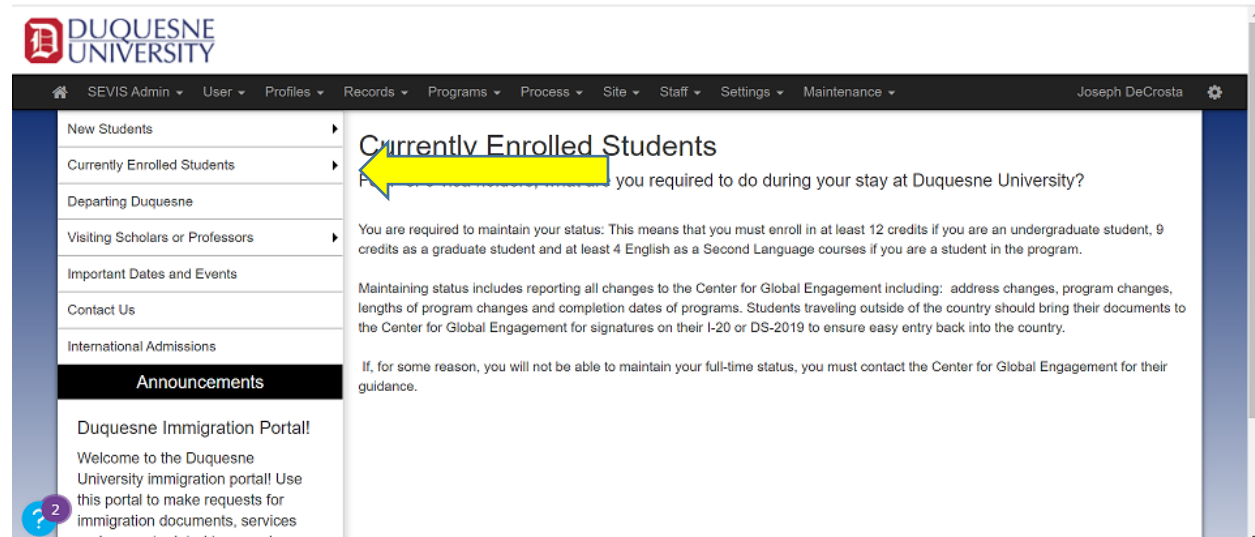
BEFORE YOU ATTEMPT TO SIGN INTO THE INTERNATIONAL STUDENT PORTAL, PLEASE BE SURE THAT YOU HAVE CREATED YOUR MULTIPASS ACCOUNT FOR DUQUESNE AT: WWW.DUQ.EDU/MULTIPASS. Once you have created your account and created your password, you may begin this process.

Go to: <https://www.duq.edu/about/centers-and-institutes/center-for-global-engagement/>

Click on **International Students & Scholars**



1. Navigate to **Currently Enrolled Students**. Here you will find a number of options for requests.



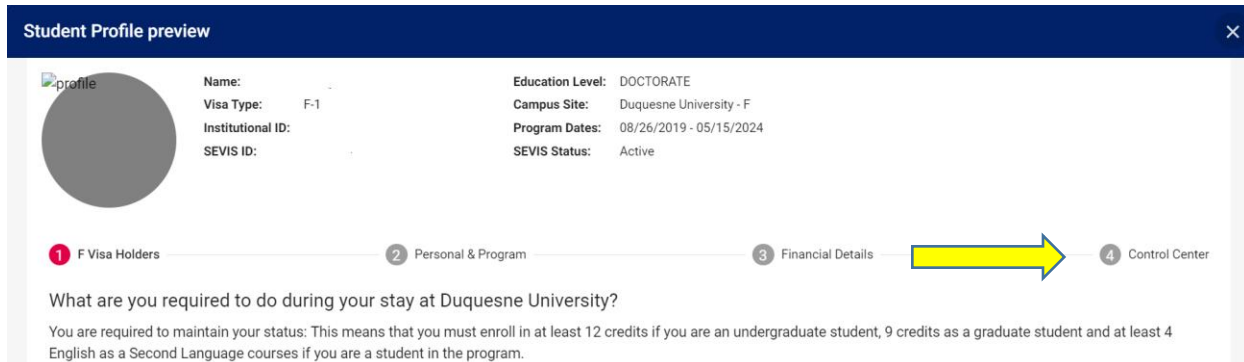
2. Choose your request from the drop down list, read the information, and then click on the DuqGlobal International Student Portal login. .

The screenshot shows the Duquesne University website interface. The top navigation bar includes links for SEVIS Admin, User, Profiles, Records, Programs, Process, Site, Staff, Settings, and Maintenance. The user is identified as Joseph DeCrosia. The main content area is titled 'Change of Educational Level' and contains information about requesting a change of educational level, staying in the U.S., and traveling outside the U.S. A yellow arrow points to the link: 'Log into the DuqGlobal International Student Portal to begin this request.'

3. You will be prompted to sign into the DuqGlobal International Student Portal. Please use the “New & Enrolled Students & Scholars” link and use your new Multipass login to proceed.

The screenshot shows the Duquesne University User Login page. The page features the Duquesne University logo and the text: 'User Login. Please use the below links to access the international student and immigration services portal with the Center for Global Engagement'. There are two buttons: 'New & Enrolled Students & Scholars' and 'Students on STEM Extensions'. A yellow arrow points to the 'New & Enrolled Students & Scholars' button.

- You will be directed to your Student Profile, which summarizes your information. To begin your request, navigate to the “Control Center”.



Student Profile preview

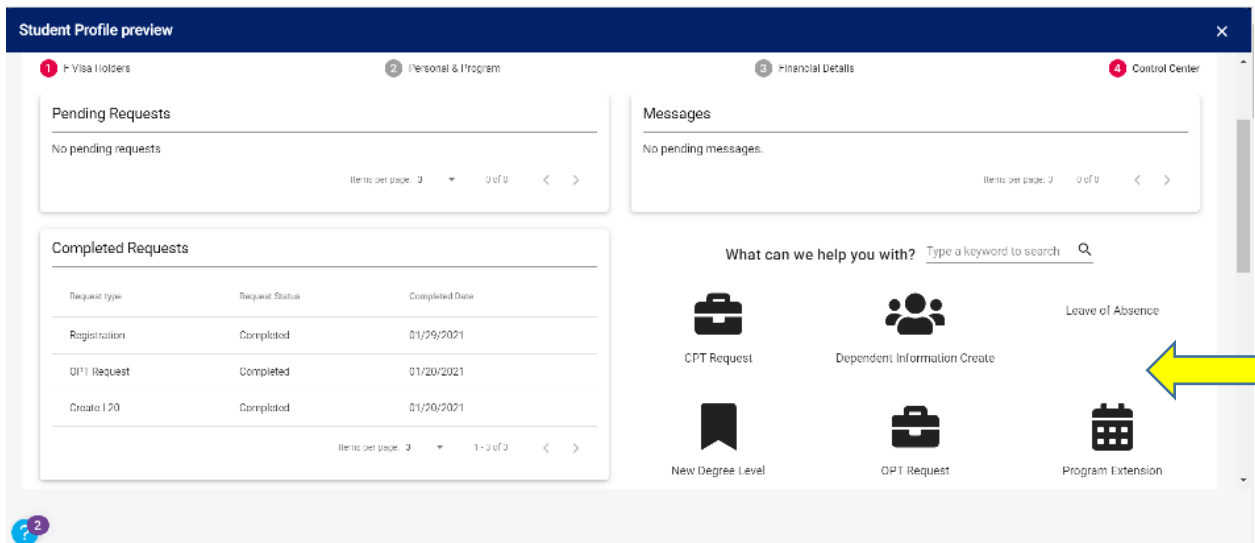
profile

Name: [Redacted]
Education Level: DOCTORATE
Visa Type: F-1
Campus Site: Duquesne University - F
Institutional ID: [Redacted]
Program Dates: 08/26/2019 - 05/15/2024
SEVIS ID: [Redacted]
SEVIS Status: Active

1 F Visa Holders 2 Personal & Program 3 Financial Details 4 Control Center

What are you required to do during your stay at Duquesne University?
You are required to maintain your status: This means that you must enroll in at least 12 credits if you are an undergraduate student, 9 credits as a graduate student and at least 4 English as a Second Language courses if you are a student in the program.

- In the “Control Center” you will be able to see any of your previous requests as well as the type of requests that are available to you as a student in your current status. Click on the appropriate request icon, and fill out the information in the related form.



Student Profile preview

1 F Visa Holders 2 Personal & Program 3 Financial Details 4 Control Center

Pending Requests
No pending requests
Items per page: 3 0 of 0

Completed Requests

Request type	Request Status	Completed Date
Registration	Completed	01/29/2021
CPT Request	Completed	01/20/2021
Course 120	Completed	01/20/2021

Items per page: 3 1 - 3 of 3

Messages
No pending messages.
Items per page: 3 0 of 0

What can we help you with? Type a keyword to search

CPT Request Dependent Information Create Leave of Absence

New Degree Level CPT Request Program Extension

- After our International Advisor receives the request, we will be in touch to issue your documents or request additional information from you. Please use this portal to check on the status of your request or to communicate with our staff if needed.

If you have any questions or issues entering the portal or making a request, please email us at immigration@dug.edu.