

Document Request

Submitter Guide

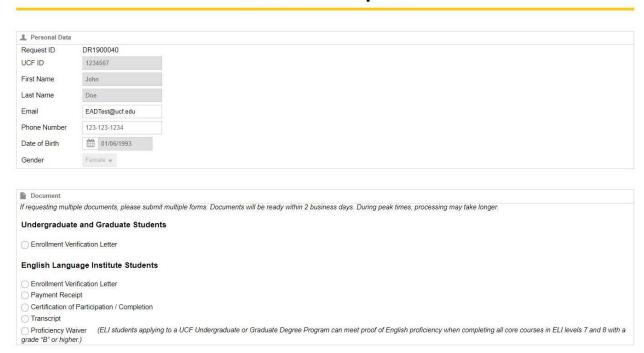
Last Updated: February 12, 2019

To begin a Document Request, login to <u>my.intl.ucf.edu</u>, and click on *Document Request* under *eForms I Can Submit panel* on the top-left side of the screen.

The form will open on a new window with your information.



Document Request



Make your document selection, and submit the form using the *Submit* button at the end of the form.

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If more information is required by UCF Global to complete your request, you will receive an email asking you to login to my.intl.ucf.edu and provide extra information. You can retrieve your Document Request from the *My Submitted eForms* panel on the lower half of the screen.



Document Request

Greetings,

After reviewing your Document Request, it has been determined that additional information is needed.

Please return to myINTL and make the necessary corrections.

Regards,

UCF Global

University of Central Florida 4356 Scorpius Street Orlando, FL 32816-0130 Phone: 407-823-2337 Fax: 407-823-5465

Once the request has been completed, you will receive an email explaining the next steps.



Document Request

Greetings,

The requested document has been generated. If you chose to pick up the document in person, please stop by reception desk at the UCF Global building. If you chose digital delivery, please login to myINTL and retrieve it from the portal.

Regards,

UCF Global

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