



UCF Global

UNIVERSITY OF CENTRAL FLORIDA

Document Request

Submitter Guide

To begin a Document Request, login to my.intl.ucf.edu, 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.



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Document Request

Personal Data	
Request ID	DR1900040
UCF ID	<input type="text" value="1234567"/>
First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Doe"/>
Email	<input type="text" value="EADTest@ucf.edu"/>
Phone Number	<input type="text" value="123-123-1234"/>
Date of Birth	<input type="text" value="01/06/1993"/>
Gender	<input type="text" value="Female"/>

Document
<i>If requesting multiple documents, please submit multiple forms. Documents will be ready within 2 business days. During peak times, processing may take longer.</i>
Undergraduate and Graduate Students
<input type="radio"/> Enrollment Verification Letter
English Language Institute Students
<input type="radio"/> Enrollment Verification Letter
<input type="radio"/> Payment Receipt
<input type="radio"/> Certification of Participation / Completion
<input type="radio"/> Transcript
<input type="radio"/> Proficiency Waiver <i>(ELI students applying to a UCF Undergraduate or Graduate Degree Program can meet proof of English proficiency when completing all core courses in ELI levels 7 and 8 with a grade "B" or higher.)</i>

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

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.



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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.



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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,

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