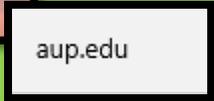


IN ORDER TO UPLOAD YOUR BIRTH CERTIFICATE;
YOUR PASSPORT/ or EU ID;
YOUR VISA
YOUR OFII DOCUMENT,
PLEASE FOLLOW THE INDICATIONS BELOW:

1-GO TO THE **AUP WEBSITE**- Open the link: <https://www.aup.edu/>



2- CLICK ON **MENU**

3- GO TO **MY AUP** SECTION AND CLICK



4- **LOG IN** AS A STUDENT (AUP net ID, password)

<https://login.aup.edu/cas/login?service=https%3A%2F%2Fmy.aup.edu%2Fuser>

Log in to access this page

AUP NetID: (eg. a123456 or jsmith)

Password:

Remember Me

LOGIN

Your AUP NetID

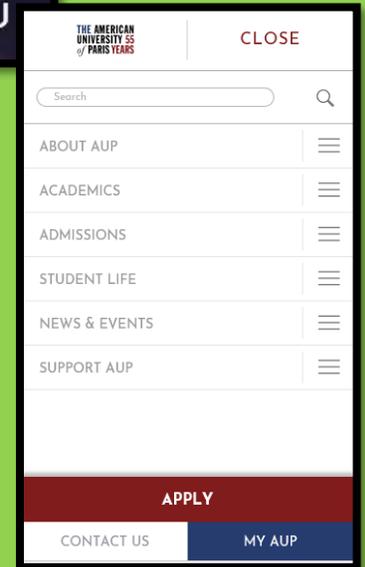
Your NetID account gives you access to a range of AUP services. All current students, employees and trustees, as well as alumni who have requested an account, have a NetID.

Your Password

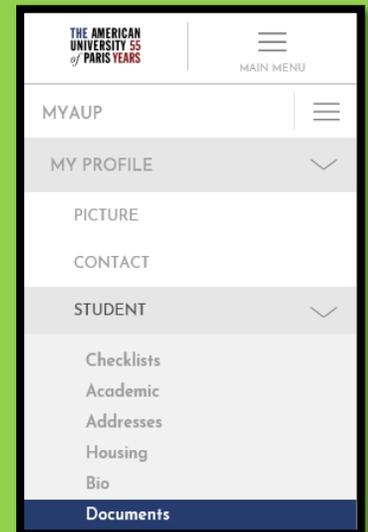
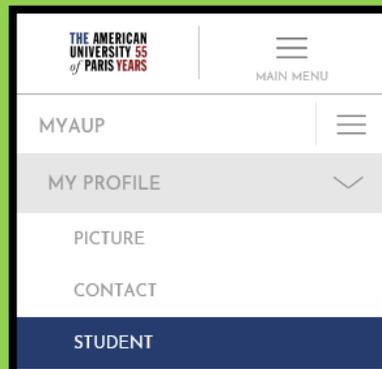
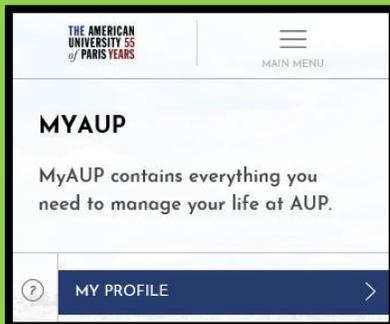
Please change your password regularly. For security reasons, your password will expire (and your account will be blocked) if you do not change it at least every six months.

Security

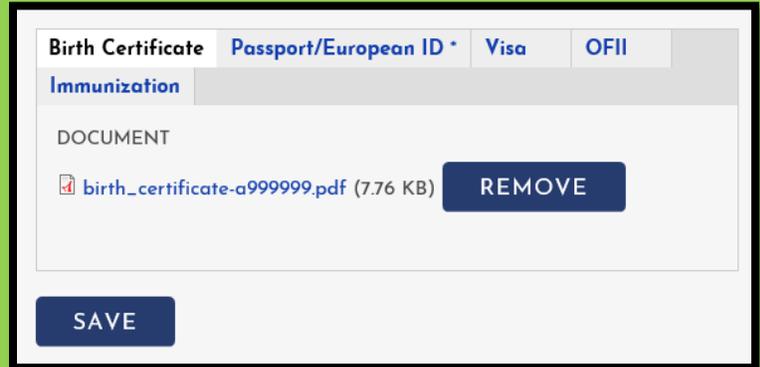
For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!



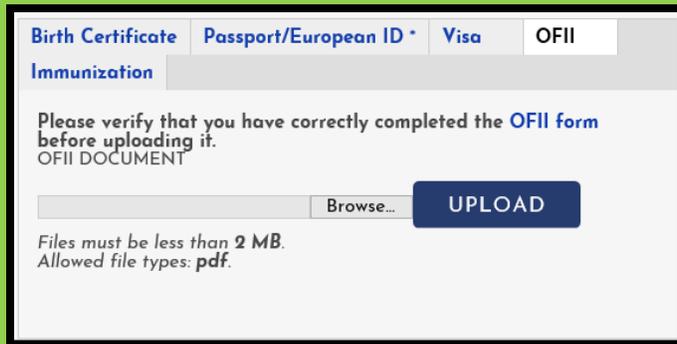
5- CLICK ON **MY PROFILE/ STUDENT/ DOCUMENTS**



6- CHOOSE THE DOCUMENT YOU WISH TO UPLOAD AND CLICK



7- UPLOAD



8- CHECKLIST: PENDING APPROVAL FROM SIS- STUDENT IMMIGRATION SERVICES

ONCE THE DOCUMENT IS UPLOADED, SIS WILL PROCESS YOUR REQUEST ASAP AND WILL FORWARD THE AUTHORIZED DOCUMENT TO THE DATABASE IN ORDER TO UPDATE YOUR RESIDENCY RECORDS.

