

# How to complete the F-1 International Student Application:

## 1. Claim your Student Account.

- Go to the Mt. SAC “Student Account Claim” page: <https://www.mtsac.edu/claim>
- Select “New Student” and enter your assigned User Name. Click “Submit” to continue.
- Answer all questions with asterisk (\*) based on your openCCC application. Click “Submit” to continue.
- Copy the Claim Code or write it down (case-sensitive). Click “Login” to continue.
- Enter your User Name and Claim Code for the password. Click “Login” to continue.
- Enter your User Name and create a new password. For future logins, you will use the password you create. Click “Submit” to continue.
- “Password change status” confirms your new password. Click to continue and log in to your portal.

1. Click “1st Time Users”.

2. Insert your user name and submit.

3. Answer all asterisk (\*) questions and submit.

4. Copy your claim code and login.

5. Insert your claim code for password and login.

6. Insert user name and create new password.

7. Your portal is ready!

Remember to check your Mt. SAC email for important updates.

## 2. Access the F-1 International Student Application.

- Log in to your portal. To navigate back to the log in page, click the “Portal Login” link located on the red menu bar of the Mt. SAC homepage: <https://www.mtsac.edu> (top, right corner).
- Click the “Student” tab at on black menu bar in your portal (top, left corner).
- Find the “F-1 International Student Checklist” and click the link to the “F-1 International Application”.
- Enter your portal User Name and password. Click “Log In” to continue.
- Follow directions to answer questions and upload documents. Remember to save any changes and submit when completed.

1. Log in to your portal.

2. Select “Student” tab from the menu.

3. Select “F-1 International Student Application”.

4. Log in with your portal username and password.

- All required documents can be uploaded via the F-1 International Student Application. ([View admissions requirements.](#))
- Remember to save and submit a complete application!