

USING THE OISS PORTAL

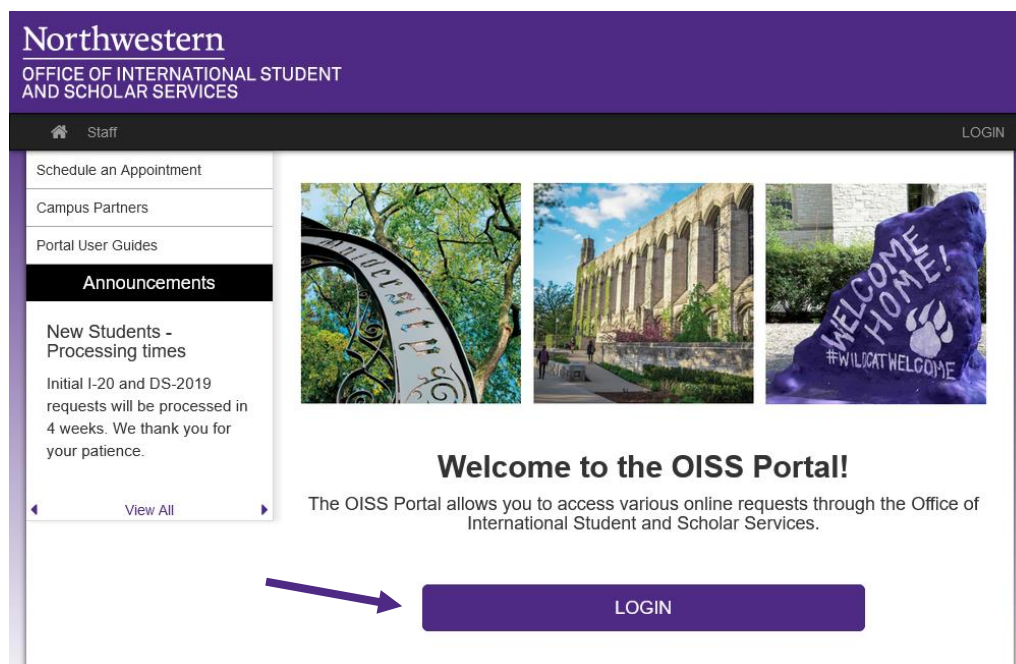
For Students with University-Issued NetIDs

Please see below to learn how to use the OISS Portal as a current student

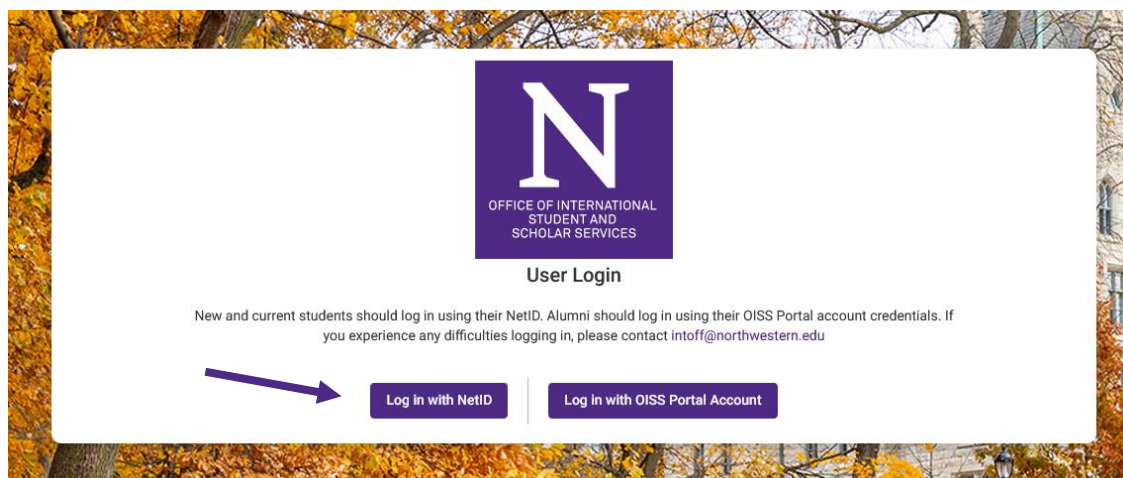
Logging In

For best results, please access the OISS Portal using the Google Chrome web browser.

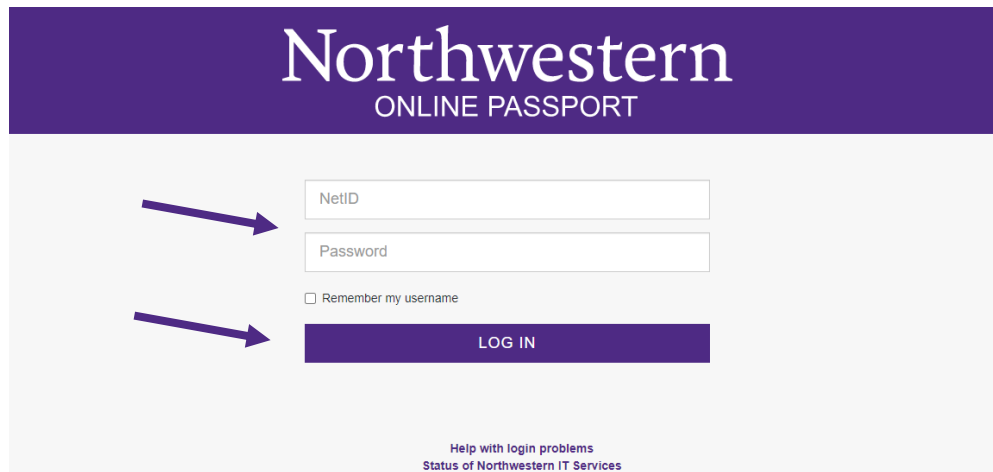
From the OISS portal home page, select the “Login” button.



From the User Login page, select “Log in with NetID”.



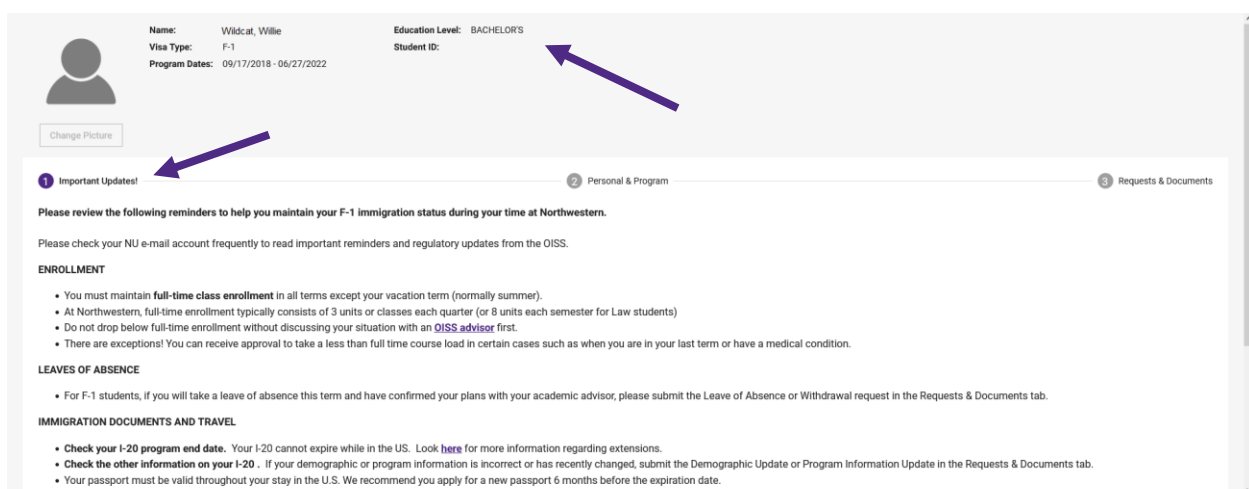
Login to Northwestern's Online Passport with your NetID and password.



Navigating Your Student Profile

The header of your profile will contain basic student information, including your name, education level, visa type, program dates, and ID numbers. You may also upload a profile picture.

The **Important Updates** tab will provide you with reminders and information about your student status.



The **Personal & Program** tab will display biographic information about you (and any dependent), information about your academic program, and contact information.

Name: Wildcat, Willie
Education Level: BACHELORS
Visa Type: F-1
Program Dates: 09/17/2018 - 06/27/2022
Student ID: [redacted]

Change Picture

1 Important Updates! 2 Personal & Program 3 Requests & Documents

Personal Information

First Name: Willie
Last Name: Wildcat
Date of Birth: 01/28/1951
City of Birth: [redacted]
Country of Birth: UNITED STATES
Country of Citizenship: UNITED STATES

Program Information

The **Requests & Documents** tab is where you can create requests to submit to OISS, monitor pending and completed requests, and view messages and documents from OISS.

Name: Wildcat, Willie
Education Level: BACHELORS
Visa Type: F-1
Program Dates: 09/17/2018 - 06/27/2022
Student ID: [redacted]

Change Picture

1 Important Updates! 2 Personal & Program 3 Requests & Documents

Pending Requests

No pending requests

Items per page: 3 0 of 0 < >

Completed Requests

Request type	Request Status	Completed Date
Curricular Practical Training (CPT)	Completed	02/02/2022
Curricular Practical Training (CPT)	Completed	02/02/2022

Messages

No pending messages.

Items per page: 3 0 of 0 < >

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

Add Dependent Biographic Information Update Change of Degree Level

Submitting a Request

Select your choice of online requests from the options available on the Requests & Documents tab.

User Profile:
Name: Wildcat, Wille
Visa Type: F-1
Program Dates: 09/17/2018 - 06/27/2022
Education Level: BACHELOR'S
Student ID:

Requests & Documents Tab:

- Pending Requests:** No pending requests.
- Completed Requests:**

Request type	Request Status	Completed Date
Curricular Practical Training (CPT)	Completed	02/02/2022
Curricular Practical Training (CPT)	Completed	02/02/2022

- Messages:** No pending messages.
- What can we help you with?** Type a keyword to search.
- Buttons:** Add Dependent, Biographic Information Update, Change of Degree Level.

To fill out a request, you must read all of the instructions and Learning Content, complete all of the questionnaires, and sign the Statement of Understanding.

Instruction:

To apply for CPT, you must read the CPT Academic Advisor Approval and the CPT Overview Learning Content. You will complete the CPT Employment Details Questionnaire and upload your job offer in the Job Offer Letter file upload.

You will digitally sign the Student Statement of Understanding.

You will send the recommendation to the appropriate staff using the guide in the CPT Academic Advisor Approval Learning Content.

Note: CPT is authorized on a quarter-by-quarter basis. You will complete this request and use the Academic Advisor Approval form to contact one of the NU staff for each term for which you are applying. See CPT Academic Advisor Approval Learning Content below for information on sending the recommendation for approval.

1 CPT Overview (Learning Content)

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is a benefit available to international students in the F-1 visa category. CPT is an employment authorization granted by the Designated School Officials at the Office of International Student and Scholar Services. CPT can be used for many different types of work including internships, practicums, cooperatives, jobs, gigs, volunteer work, or performances; paid or unpaid. All students participating in these types of activities must obtain CPT work authorization before beginning their work. Once your CPT is approved, you will get an updated I-20 with your work authorization visible on page 2 of that document. In many cases, you can submit one CPT request for the duration of your CPT opportunity even if that opportunity goes beyond one term. Your OISS advisor will contact you if you need to submit more than 1 CPT request upon reviewing your application.

Federal regulations specify that CPT work opportunities must be "directly related" to your major area of study, and "integral" to your degree program at Northwestern. Part of your CPT request in your OISS portal will ask you to select an academic advisor to approve your CPT opportunity. At the OISS, we rely on academic advisors to verify that your CPT is related to your major area of study, and that it's integral to your degree program. Academic advisors do this by verifying your internship details and ensuring that students are enrolled in a class related to the internship and major.

Buttons: Submit, Save

Some requests will require that you enter the name and email of your academic advisor or other approver, so that he/she can verify your request as it relates to your academic program.

7 Click SUBMIT to finalize submission (Learning Content)
Required *

Academic Advisor Approval

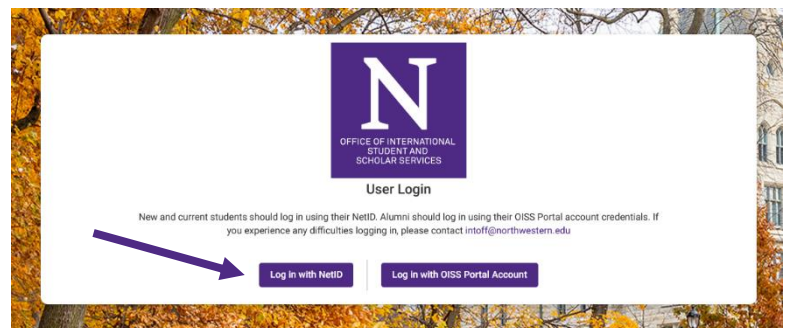
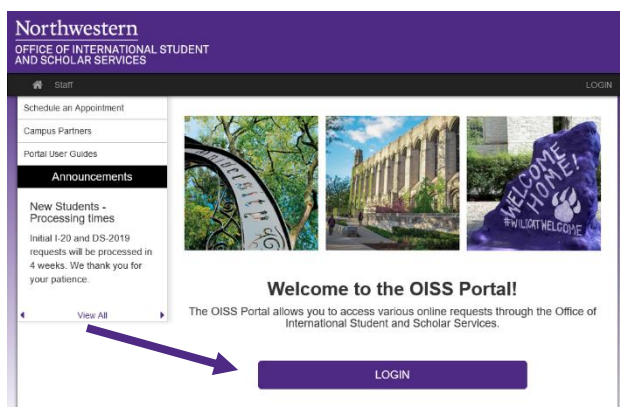
Approver Name *	Approver Email *
Approver Title	Approver Organization
Approver Phone	Approver Role

200 characters remaining

Submit Save

If you are unable to complete your entire request at one time, you may select the “Save” button and can return to it later.

To resume filling out an unsubmitted request at a later time, you will select ‘Login’ from the [portal homepage](#), select “Log in with NetID” from the User Login page and proceed to enter your NetID and password.



Once you have logged back in, you will be directed to your Student Profile page, where you can access your existing online requests by selecting them from the “Pending Requests” panel.

The screenshot shows the Student Profile page for Wildcat, Wille. The page has three tabs: 1. Important Updates!, 2. Personal & Program, and 3. Requests & Documents. The 'Requests & Documents' tab is active. It contains three panels: 'Pending Requests' (with a purple arrow pointing to it), 'Messages', and 'Completed Requests'. The 'Pending Requests' panel shows 'No pending requests'. The 'Completed Requests' panel shows a table with two rows of completed requests. The 'Messages' panel shows 'No pending messages'. Below the panels is a search bar and three icons: 'Add Dependent', 'Biographic Information Update', and 'Change of Degree Level'.

Name: Wildcat, Wille
Visa Type: F-1
Program Dates: 09/17/2018 - 06/27/2022
Education Level: BACHELOR'S
Student ID:

Change Picture

1 Important Updates! 2 Personal & Program 3 Requests & Documents

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

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

Completed Requests

Request type	Request Status	Completed Date
Curricular Practical Training (CPT)	Completed	02/02/2022
Curricular Practical Training (CPT)	Completed	02/02/2022

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

Add Dependent Biographic Information Update Change of Degree Level

If you attempt to create a new request by mistake, you will be prompted to continue with your pending request.

When you finish completing the request, submit it by clicking on the “Submit” button. Please note that the OISS will not receive your request until you click this button.

The screenshot shows the 'Academic Advisor Approval' form. It has a header with a red asterisk and the text 'Click SUBMIT to finalize submission (Learning Content) Required'. The form has six input fields: 'Approver Name *', 'Approver Email *', 'Approver Title', 'Approver Organization', 'Approver Phone', and 'Approver Role'. The 'Approver Role' field has a note '200 characters remaining'. At the bottom right, there are two buttons: 'Submit' (with a checkmark icon) and 'Save' (with a floppy disk icon). A purple arrow points to the 'Submit' button.

7 Click SUBMIT to finalize submission (Learning Content)
Required *

Academic Advisor Approval

Approver Name * Approver Email *

Approver Title Approver Organization

Approver Phone Approver Role
200 characters remaining

✓ Submit Save

After you have submitted the request, your document will be reviewed by the OISS. You will be contacted if there are any questions.

Viewing Messages & Documents

From the Requests & Document tab, you can view messages sent to you from the OISS under the “Messages” panel.

You can also view any immigration documents or other documents uploaded to your profile by OISS in the ‘Documents’ panel.

The screenshot displays the 'Requests & Document' tab interface. It features four main panels: 'Pending Requests', 'Completed Requests', 'Messages', and 'Documents'. The 'Messages' and 'Documents' panels are highlighted with purple arrows.

Pending Requests

No pending requests

Items per page: 3 0 of 0 < >

Completed Requests

Request type	Request Status	Completed Date
Curricular Practical Training (CPT)	Completed	02/02/2022
Curricular Practical Training (CPT)	Completed	02/02/2022
Create I-20	Completed	02/02/2022

Items per page: 3 1 - 3 of 3 < >

Messages

No pending messages.

Items per page: 3 0 of 0 < >

Documents

No Documents

Items per page: 3 0 of 0 < >

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

- Add Dependent
- Biographic Information Update
- Change of Degree Level
- Curricular Practical Training (CPT)
- Leave of Absence or Withdrawal
- Optional Practical Training (OPT)
- Optional Practical Training (OPT): Past 30 Days OR Change Recommended Dates
- Program Extension
- Program Information Update