Using the OISS Portal
For New Students with University-Issued NetIDs

How to request your immigration document (I-20 or DS-2019)

Welcome to Northwestern University! In order to travel to the United States for study, you must have the appropriate immigration document – the I-20 for F-1 students or the DS-2019 for J-1 students. These documents are created by the Office of International Student and Scholar Services (OISS) and will be needed to apply for your F-1 or J-1 visa at the United States embassy or consulate.

You will need a copy of your passport, your admission/invitation letter and financial documentation to apply for an immigration document. You can follow this guide to request your immigration document. Additional information can be found on our Immigration Document Request webpage.

Please also review the following resources on the OISS website for detailed information for newly admitted students:

Steps for Newly Admitted Students
Immigration Document Request

Transfer students - please review instructions at Transfer a SEVIS Record to NU

Steps to gain access to the OISS Portal and request an immigration document (I-20 or DS-2019)

**Step 1:** Set up your Northwestern NetID, password, and NU Email.

**Step 2:** Pay your NU tuition deposit if one is required by your academic program.

Some notes about tuition deposits:

- Undergraduate students are required to make a tuition deposit.
- Master’s and PhD programs in The Graduate School (TGS) do NOT require a tuition deposit. Students admitted to a program in The Graduate School need only accept the admission offer.
- Tuition deposits for master’s programs in other schools outside The Graduate School (for example McCormick, Kellogg, Pritzker, Medill, Bienen School of Music, etc.) VARY BY PROGRAM. Please contact your academic program to inquire if a tuition deposit is required.
- If a tuition deposit is required, the amount due will appear on your Account in CAESAR. Please see the instructions to make a tuition deposit in CAESAR for more details.
Step 3: Await notification of access to the OISS Portal

Degree-seeking students:
Admitted students will be granted access to the OISS portal once the Northwestern Student Information System (CAESAR) transmits essential profile information over to the OISS. Your OISS profile includes biographic information, academic level, academic program to which you have been admitted, program dates, program costs, and other essential information.

This process generally takes at least 2 WEEKS from the date your admission information is entered in CAESAR and tuition deposit is paid (if required by your program).

Upon receiving access to the portal, you will receive a system generated email sent to your NU email address. You will then be able to log in to the OISS Portal with your Net ID and password to request an immigration document.

Please note: We begin granting access to the OISS portal for eligible admitted degree-seeking students based on term of admission as follows:

- Fall term students: March 1
- Winter term students: July 15
- Spring term students: July 15
- Summer term students: December 15

Non-degree/ exchange students/ and other special cohorts including:
- GLO Undergraduate Exchange
- Kellogg MBA Exchange
- NU-Q Communications Exchange
- Executive LLM Madrid
- Executive LLM Tel Aviv
- Executive LLM Korea

Students in the above and other special non-degree seeking programs will be given access to the portal no earlier than 6 months before the start of their program, and only after the academic unit has provided student cohort lists to OISS with the official request for cohort access to the portal.

IMPORTANT: Please do not attempt to log in to the OISS Portal until after you have received the email notification that you have access to the portal. If you attempt to log in to the portal before your access is confirmed via the system generated notification email, you will receive the following error message:
If you have not received access to the portal 2 weeks or more after paying your NU admission deposit (if required), please send an email to intoff@northwestern.edu and include your full name, NetID, and term of admission. We will work with your admitting unit to resolve the issue. Once the issue has been resolved, you will receive the invitation to the OISS portal and can proceed.

**Step 4: Log into the OISS Portal**

Please ensure that you have activated your NetID before attempting to log in to the OISS portal. For any questions regarding your NetID, please refer to Northwestern University IT: https://www.it.northwestern.edu/netid/index.html

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

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

You will then be taken to the user login page, where you will select the “Log in with NetID” button.
Lastly, you will be taken to the Northwestern Online Passport page, where you will enter your NetID and password.

Upon logging in, you should be directed to the Immigration Document Request and can navigate through the request by clicking on the numbered tabs at the top of the screen.
Congratulations!

We are excited that you have been admitted to Northwestern University. Now you must apply for an immigration document and a student visa in order to attend your program.

Completing this request will submit your documents to the International Admissions team at the Office of International Student and Scholar Services (OISS). You will not be able to submit your request until all sections are completed. You will be able to save your work while you complete this request, but please note that our office will not be able to see any of your documents or requests until you have completed and submitted the request.

Before proceeding, please review our procedures for new students.

**Please note: All communication from our office to you regarding your request will be sent to your Northwestern University email. Please be sure to check that email account for updates.**

**Step 5:** Fill out the immigration document request.

Be sure to read all of the instructions that are presented to you on each tab.

You must provide all of the information requested in the “Immigration Status”, “Personal & Program”, and “Financial Details” tabs. If you are unable to complete your entire request at one time, you will be prompted to save it and you can return to it later.
Step 6: Submit the immigration document request

When you finish completing the request, submit it by clicking on the “Submit Your Request” tab and following the instructions. After you have submitted the request, your document will be reviewed by the OISS. You will be contacted if there are any questions. When your immigration document is created, you will receive an email.
Once you have received the email that your I-20 has been issued, you can access an electronic copy of it through the OISS Portal. Upon logging into the OISS Portal, you will now have a Student Profile and can navigate to the “Requests & Documents” tab.

Your I-20 can then be found in the Documents section of the Requests & Documents tab.

J-1 students

*J-1 students are not eligible for electronic DS-2019s and must receive their documents via postal mail.