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 get 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.

**Step 1: Receive invitation to the OISS Portal**

Within 2 weeks of paying the tuition deposit, the OISS sends new international students an email invitation to access the OISS Portal where you will begin your request.

**IMPORTANT: Please do not attempt to log in to the OISS Portal until after you have received the invitation email.** You will not have access to the OISS Portal until you receive the invitation email. If you attempt to log in to the portal before your access is confirmed via the invitation email, you will receive the following error message:

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SIS Data Not Found
Your login credentials have been accepted, but no record in the SIS resource could be found matching your ID. This may be a problem with your eligibility to apply, or a problem in the definition of the SIS resource. Please notify the system administrator about this error: intoff@northwestern.edu.
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If you have not received the invitation email 2 weeks or more after paying your NU admission deposit, 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 as soon as possible (please be aware that it may take at least 2 business days to resolve the issue). Once the issue has been resolved, you will receive the invitation to the OISS portal and can proceed.
Step 2: 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.
Step 3: 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 4: 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.

Step 5: Retrieving your I-20 (F-1 students only*)

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 panel.

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