

USING THE OISS PORTAL

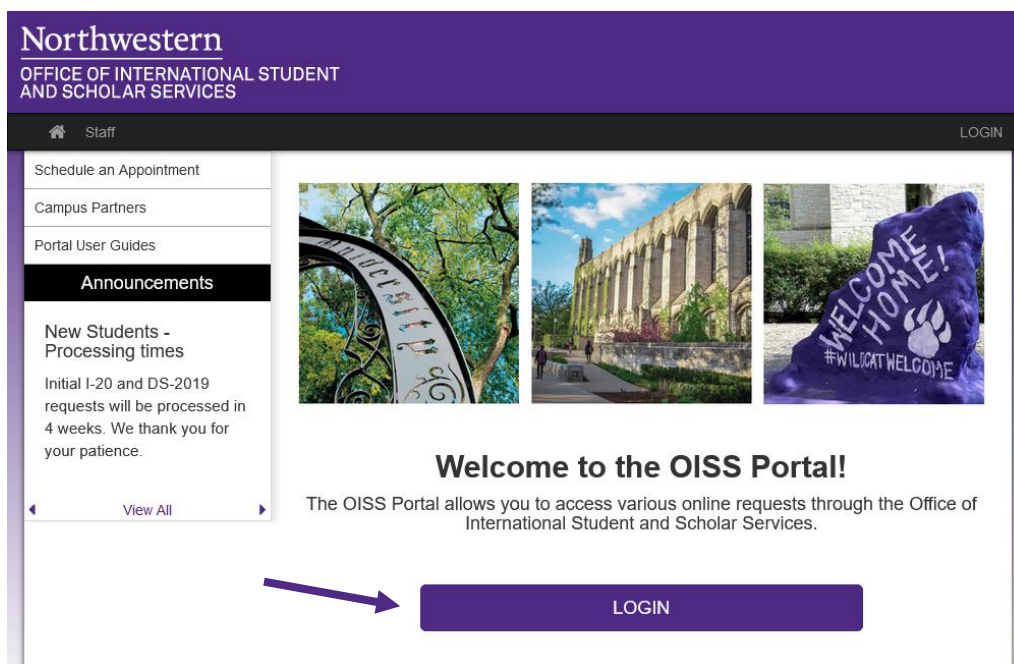
For Alumni with deactivated NetIDs

Please see below to learn how to use the OISS Portal as an alum

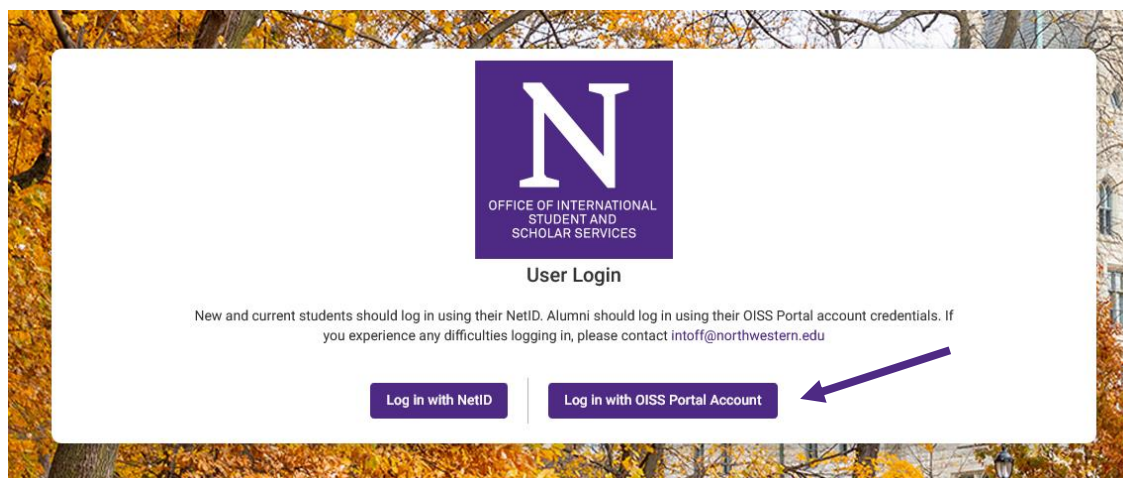
Logging In

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 OISS Portal Account”.



Enter your username and password and select 'Login'.

N
OFFICE OF INTERNATIONAL
STUDENT AND
SCHOLAR SERVICES

User Login

New and current students should log in using their NetID. Alumni should log in using their OISS Portal account credentials. If you experience any difficulties logging in, please contact intoff@northwestern.edu

Log in with NetID | Log in with OISS Portal Account

Username *
XXXXXX@u.northwestern.edu

Password *
XXXXXXXXXX

☐ Remember Username?

Login

[Forgot your 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.

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

Change Picture

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

Please review the following reminders to help you maintain your F-1 immigration status during your time at Northwestern.

Please check your NU e-mail account frequently to read important reminders and regulatory updates from the OISS.

ENROLLMENT

- You must maintain **full-time class enrollment** in all terms except your vacation term (normally summer).
- At Northwestern, full-time enrollment typically consists of 3 units or classes each quarter (or 8 units each semester for Law students)
- Do not drop below full-time enrollment without discussing your situation with an [OISS advisor](#) first.
- There are exceptions! You can receive approval to take a less than full time course load in certain cases such as when you are in your last term or have a medical condition.

LEAVES OF ABSENCE

- For F-1 students, if you will take a leave of absence this term and have confirmed your plans with your academic advisor, please submit the Leave of Absence or Withdrawal request in the Requests & Documents tab.

IMMIGRATION DOCUMENTS AND TRAVEL

- Check your I-20 program end date. Your I-20 cannot expire while in the US. Look [here](#) for more information regarding extensions.
- Check the other information on your I-20. If your demographic or program information is incorrect or has recently changed, submit the Demographic Update or Program Information Update in the Requests & Documents tab.
- Your passport must be valid throughout your stay in the U.S. We recommend you apply for a new passport 6 months before the expiration date.

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

Personal & Program

Personal Information

First Name Willie	Last Name Wildcat
Date of Birth 01/28/1951 MM/DD/YYYY	City of Birth
Country of Birth UNITED STATES	Country of Permanent Residence 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.

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.

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

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

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

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)
Required *

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.

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.

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

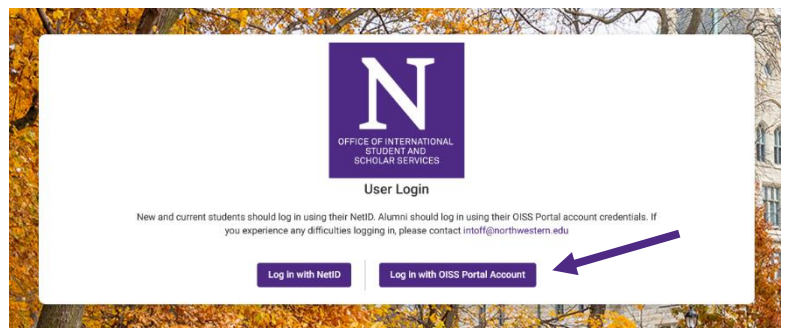
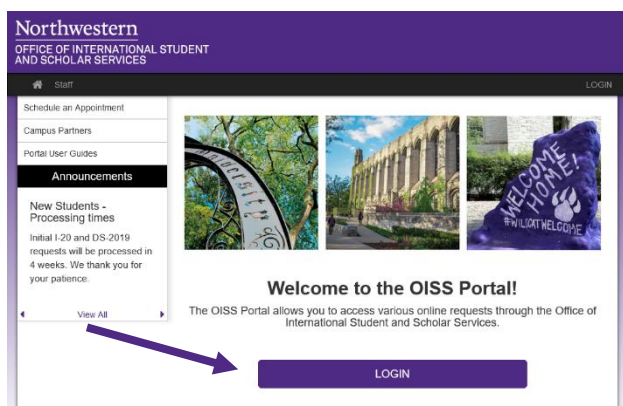
Academic Advisor Approval

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

200 characters remaining

Submit Save

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



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 is divided into three tabs: 1. Important Updates!, 2. Personal & Program, and 3. Requests & Documents. The 'Requests & Documents' tab is active. Under this tab, there are three panels: 'Pending Requests', 'Messages', and 'Completed Requests'. The 'Pending Requests' panel is highlighted with a purple arrow and shows 'No pending requests'. The 'Messages' panel shows 'No pending messages'. The 'Completed Requests' panel shows a table with two rows of completed requests. On the right side, there 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' and 'Save'. 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