

USING THE OISS PORTAL

For Students With University-Issued NetIDs

How to create your OISS portal profile and 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 documents – 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 create your profile and request your document.

You will begin by creating a profile on the OISS portal page: oissportal.northwestern.edu. Select “Login”.

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Staff LOGIN

- New Students
- Current Students
- Alumni
- Schedule an Appointment
- Campus Partners
- Portal Login Guides

Announcements

New Students - Portal Login Guides

If you are you using the OISS portal for the first time, please review our New Student Portal Login Guides.

View All

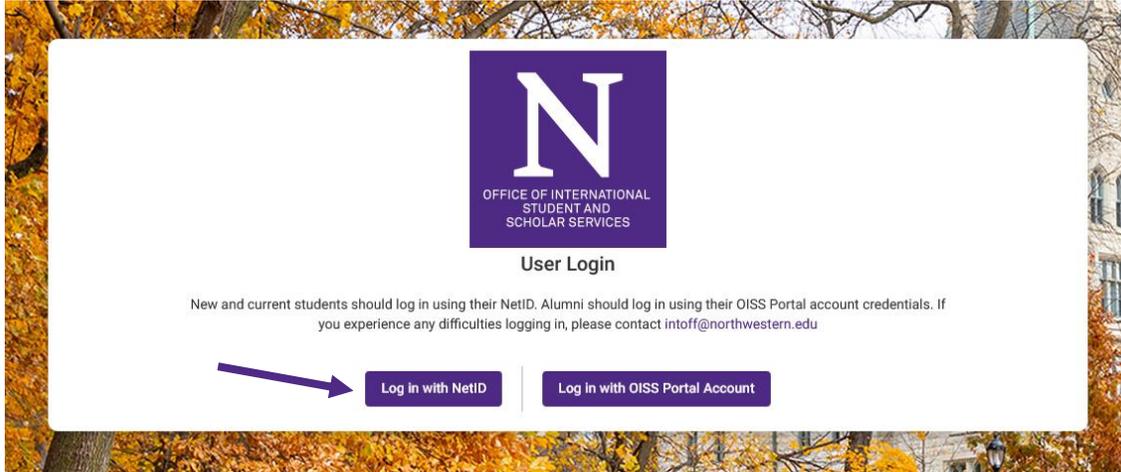
Welcome to the OISS Portal!

The OISS Portal allows you to access various online requests through the Office of International Student and Scholar Services. Please use the navigation to the left to select your user type.

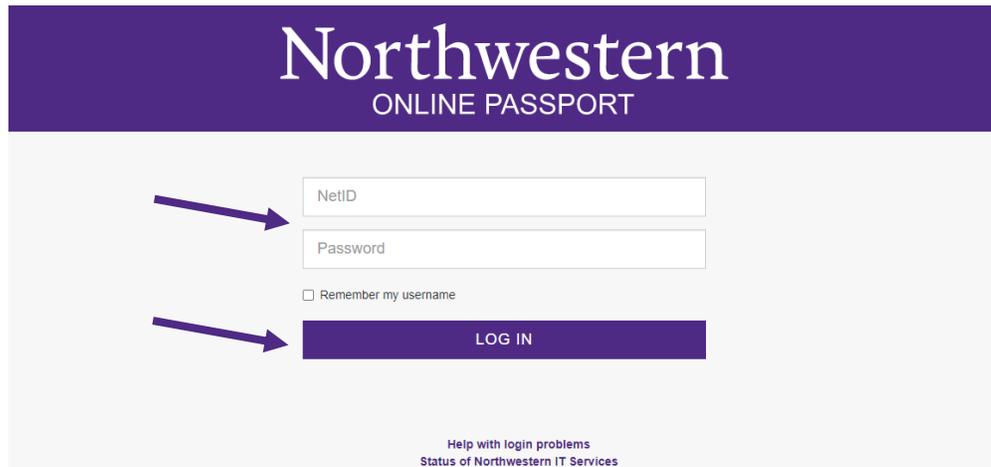
Step 1: From the User Login page, select “Log in with NetID”.

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>



Step 2: Login to Northwestern’s Online Passport with your NetID and password.



Upon logging in, you should be directed to your User Home Page and can navigate to the requests by clicking either on the OISS logo in the upper left corner or on the “Search Student Forms” button in the upper right corner.

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NON-Northwestern LOGIN/REGISTER LOGIN/REGISTER

User Home Page : My Home Page [Search Student Forms](#)

This is your homepage and it provides you an overview of your request activity. In order to complete or see the details of a request, you need to click on the name of the program under the 'request filed' column. ×

Warning: you will no longer be able to access a request after its 'deadline date' and any further changes need to be handled by an OISS staff member.

Requests

Summer, 2020

Request	Deadline
New Student Immigration Document Request (ID 52732)	10/28/2020

[Withdraw](#)

Start/End Dates:
0
01/02/2020
06/29/2020

Profile

No image

Name
Email

[Edit Profile](#)

Messages from OISS

[View all Messages](#)

Date/Time	From
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If you log in via Northwestern’s Online Passport and receive an error message notifying you that “SIS Data Not Found”, this means that your university admission record has not been fully processed and your student data has not yet been sent to the OISS portal.

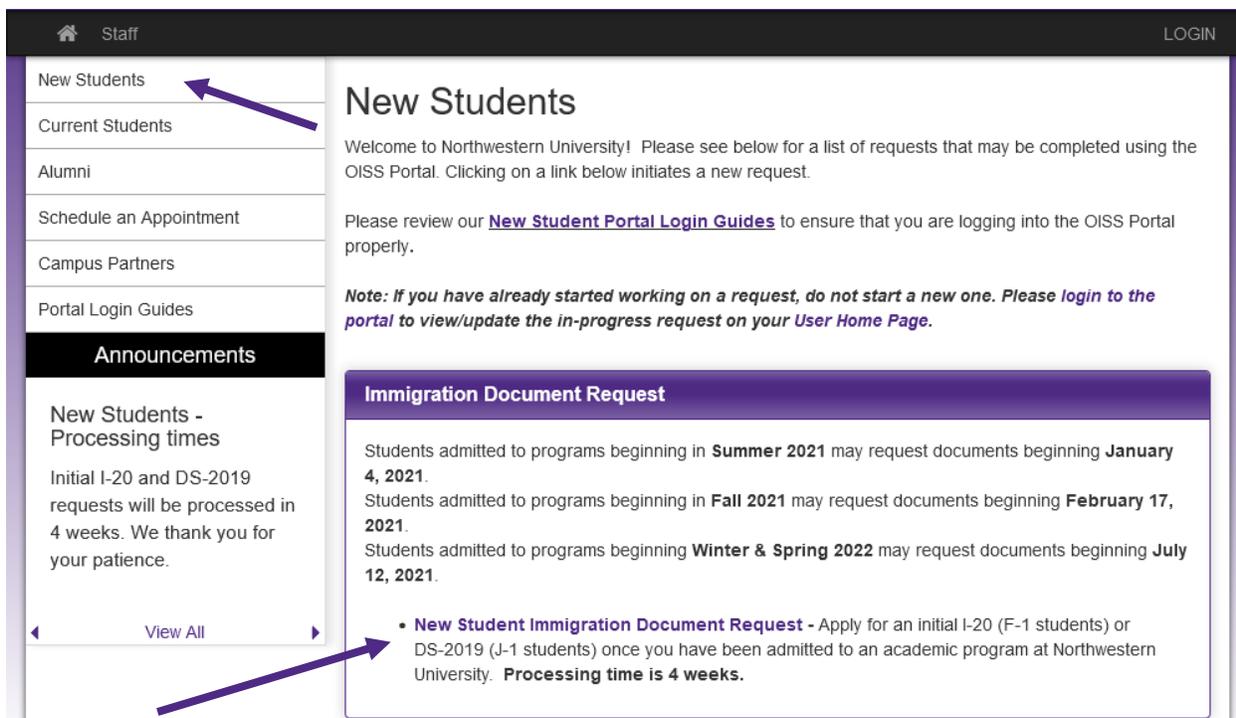
If this occurs, please contact intoff@northwestern.edu immediately so that we can work with your admitting unit to resolve the issue as soon as possible (please be aware that it may take at least 2 business days to resolve the issue). You will then be notified once your student data has been sent to the OISS portal and you can proceed.

SIS Data Not Found

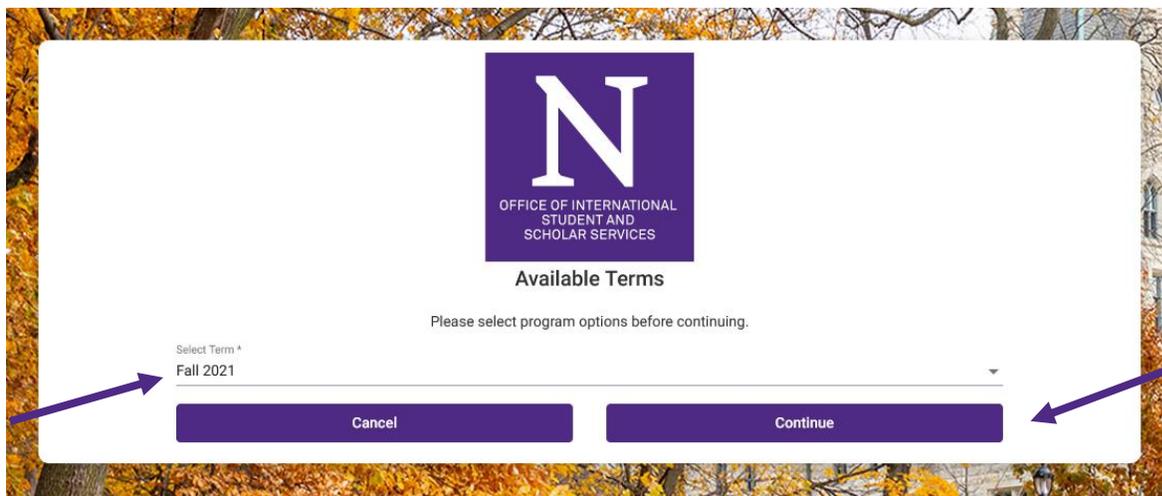
Your login credentials have been accepted, but no record in the SIS resource could be found matching your ID. This may be a problem with your eligibility to apply, or a problem in the definition of the SIS resource. Please notify the system administrator about this error: intoff@northwestern.edu.

Step 3: Navigate to the immigration document request.

Choose the “New Students” tab on the left panel. You can expand the “Immigration Document Request” tab and then select the “New Student Immigration Document Request” link.



Step 4: Choose the term in which your academic program will begin in the US and select 'Continue'.



Step 5: Fill out the immigration document request.

You must read all of the Learning Content, complete all of the questionnaires, and sign the Statement of Understanding. If you are unable to complete your entire request at one time, it will be saved and you can return to it later.

: Request (Not Reviewed)

This page shows current and required elements of your request.

[CLICK HERE TO SUBMIT YOUR REQUEST](#)

Instructions

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 documents are completed. You will be able to save your work while you complete this, but please note that our office will not be able to see any of your documents and requests until you have completed and submitted ALL of the required items.

Before proceeding, please review our procedures for **new students** or watch our **F-1 & J-1 Visas video** in order to determine which type of student visa (F-1 or J-1) is best for you.

****Please note:** All communication from our office to you regarding your request will be sent to your northwestern.edu email. You can also log in to your portal account and see messages from our office. Please check that email account or your home page in the portal for updates.**

Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Completed
Admissions and Biographical Documentation	<input type="checkbox"/>
Dependent Documentation	<input type="checkbox"/>
Financial Documentation	<input type="checkbox"/>

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Completed
New Student Statement of Understanding	<input type="checkbox"/>

Start/End Dates

Dates Granted

Start Date: 01/02/2020
End Date: 06/29/2020

Learning Content

Click the following to view, read, and mark these learning content pages as having been read.

Title	Completed
1. Financial Documentation Requirements	<input type="checkbox"/>
2. Steps to Get a Student Visa	<input type="checkbox"/>
3. Paying the I-901 SEVIS Fee	<input type="checkbox"/>
4. Arriving in the US	<input type="checkbox"/>

To resume filling out an unsubmitted request, 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.

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Start LOGIN

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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 info@northwestern.edu

Log in with NetID Log in with OISS Portal Account

Once you have logged back in, you will be directed to your User Home Page, where you can access your existing immigration document request by selecting it from the Requests panel. You can also view any email communications from the OISS under the Messages from OISS panel.

User Home Page : My Home Page

Search Student Forms

This is your homepage and it provides you an overview of your request activity. In order to complete or see the details of a request, you need to click on the name of the program under the 'request filed' column. ✕

Warning: you will no longer be able to access a request after its 'deadline date' and any further changes need to be handled by an OISS staff member.

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Date/Time	From
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If you attempt to create a new request by mistake, you will be prompted to continue with your existing request.

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Available Terms

Please select program options before continuing.

You already have an active application for this program in the following app cycle(s):

Fall 2021 ▾

Select Term *

[Cancel](#) [Continue](#)

Step 5: Submit the immigration document request

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

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[CLICK HERE TO SUBMIT YOUR REQUEST](#)

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4. Arriving in the US	<input type="checkbox"/>

Once it has been submitted, you will receive the following message confirming your submission.

Thank you for submitting your New Student Immigration Document request. The processing time for this request is 4 weeks. [Click here](#) to return to your Home Page. 11/12/2021 @ 12:11 PM CST

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.

You will use the SEVIS ID on your immigration document to pay your I-901 fee and make your visa appointment.

If the OISS has any questions about your request, we will communicate with you through the email you used to create your account.