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”. 

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.

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 info@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.
**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.

![Immigration Document Request](image)

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

![Select Term](image)
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.

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.
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.

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

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.