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/Register”.

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
You will then be directed to Northwestern’s Online Passport login screen, where you can log in with your NetID and password.

**Note:** Due to university system upgrades in 2020, you may encounter either of these Online Passport login screens.

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 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.
Now that you are logged in to the OISS portal, you can begin your 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.

You will then choose the term in which your program will begin.
You will then be at the request screen. You must read all of the Learning Content, complete all of the questionnaires, and sign the Statement of Understanding. When you finish, submit the request by clicking on the “Click here to submit your request” button. The following is an example of your request screen:

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.
If you need to log out and log back in to the OISS portal, you will log in through the portal homepage by selecting “Login” and proceeding to enter your NetID and password.

Once you have logged back in, you will be directed to your “User Home Page”, where you can edit existing requests by selecting them and view email communications from the OISS.