

**Northwestern**

OFFICE OF INTERNATIONAL STUDENT  
AND SCHOLAR SERVICES

**New Student  
Portal Login Guide**

Students without NetIDs

# USING THE OISS PORTAL

## For Students Without 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](http://oissportal.northwestern.edu). Select “Non-Northwestern Login/Register”. Only Northwestern students who have been issued a NetID by the university can log in using “Login/Register”.

Northwestern  
OFFICE OF INTERNATIONAL STUDENT  
AND SCHOLAR SERVICES

NON-Northwestern LOGIN/REGISTER LOGIN/REGISTER

New Students  
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**Announcements**

All Students -  
If you are not receiving emails from OISS, please check your SPAM mail for any correspondence from [intoff@northwestern.edu](mailto:intoff@northwestern.edu). Thank you!

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.

You will then need to select “New User Registration” to begin creating your OISS portal profile.

### Security : Login (existing user)

To login, please enter your username and password in the form provided below. ×

Please log in:

**Username:**

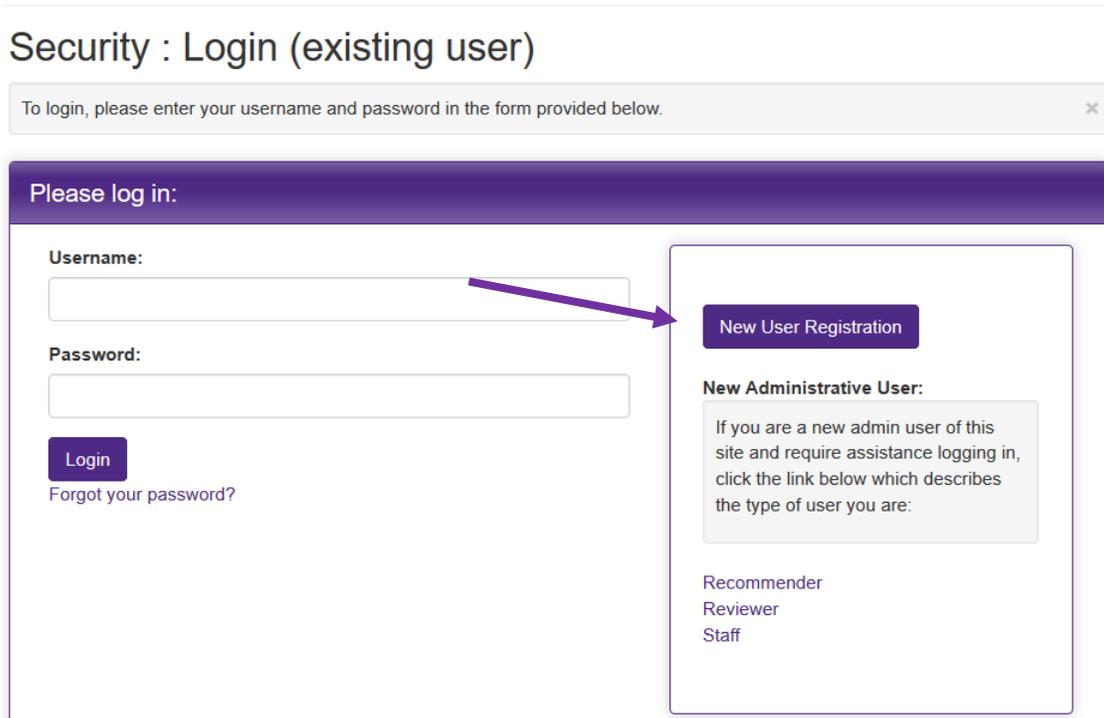
**Password:**

[Login](#)  
[Forgot your password?](#)

[New User Registration](#)

**New Administrative User:**  
If you are a new admin user of this site and require assistance logging in, click the link below which describes the type of user you are:

- [Recommender](#)
- [Reviewer](#)
- [Staff](#)



In Step 1, choose “I do not have login credentials to this site”.

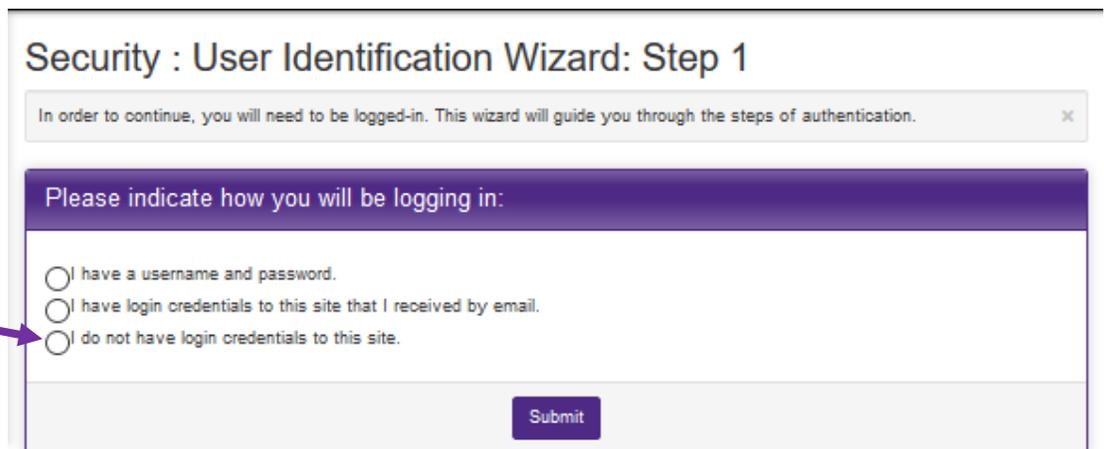
### Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. ×

Please indicate how you will be logging in:

- I have a username and password.
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

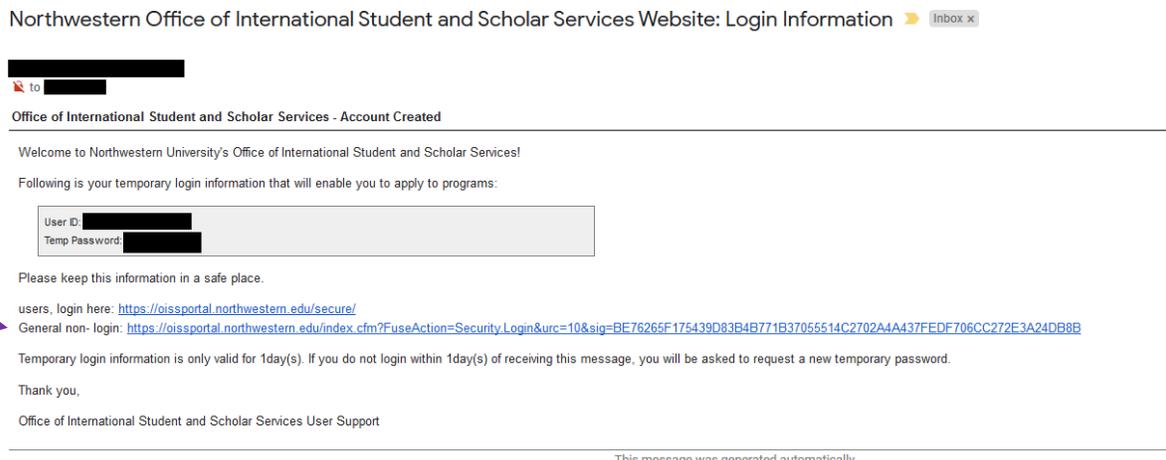
[Submit](#)



In Step 2, you will create your profile. All of the information is required, except Middle Name.

The screenshot shows a web form titled "Security : Login (new user)". At the top, there is a message: "To create an account, please fill in the form provided below." Below this is a section titled "New User Form:" containing several input fields: "First Name:", "Middle Name:", "Last Name:", "Email:", "Date of Birth:" (with a placeholder "mm/dd/yyyy"), and "Gender:" (with radio buttons for "Male", "Female", and "Other"). Below the fields is a consent box with a checkbox and the text: "I understand that by checking the box and pressing the Submit button that I am authorizing this site to collect personal information about me for the express purpose of interacting with this site. Furthermore, I understand that the type and amount of information that is collected about me by this site is governed by the choices of the institution that is offering this service to its students, faculty, and clients. In the case that I wish to withdraw my consent for my personal information to be retained in this site, I understand that I will need to contact the site administrator." At the bottom of the form is a "Create Account" button. A light blue note at the bottom of the page states: "NOTE: An email will be sent to you with your login and password information." Purple arrows point to the "First Name", "Middle Name", "Last Name", "Email", "Date of Birth", "Gender", the consent checkbox, and the "Create Account" button.

You will receive an email from Northwestern with a temporary password. Click on the "General non-login" link.



You will be directed to the login site. Choose "I have login credentials to this site that I received by email".

### Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. ×

Please indicate how you will be logging in:

- I have a username and password.
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

[Submit](#)

Your username is your email. Your password is the "Temp Password" from your login email.

### Security : Login (existing user)

To login, please enter your username and password in the form provided below. ×

Please log in:

**Username:**

**Password:**

[Login](#)  
[Forgot your password?](#)

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At the next screen you will choose and answer three security questions.

### Choose Security Questions

In the event that you forget your permanent password, you will need to answer security questions in order to have a password reset issued to your email address. Please select three questions and answers to be presented to you upon a password reset request.

#### Select Password Reset Security Questions

**Question #1:** What was your childhood nickname?

**Correct Response:**

**Question #2:** What school did you attend for sixth grade?

**Correct Response:**

**Question #3:** In what city or town was your first job?

**Correct Response:**

You will then be prompted to change your password. This new password will be used for all future log-ins to the OISS portal.

### Security : Change Temporary Password

Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

#### Change Temporary Password

**New Password:**   
(this is the password you would like to use for all future login attempts)

**Re-enter New Password:**

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 appropriate request link for your situation.

NON-Northwestern LOGIN/REGISTER LOGIN/REGISTER

New Students

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**Announcements**

**New Students - Processing times**

Initial I-20 and DS-2019 requests will be processed in 2 to 3 weeks. We thank you for your patience.

View All

## New Students

Welcome to Northwestern University! Please see below for a list of requests that may be completed using the portal. Clicking on a link below initiates a new request.

*Note: If you have already started working on a request, do not start a new one. Please [login to the portal to view/update the in-progress request on your User Home Page](#).*

Please use your NetID when logging in, which you can do here: [NORTHWESTERN LOGIN](#)

**Differences Between F and J Visas:** If you are a student and unsure as to the type of visa for which you should apply, please read about the differences between F and J visas before you submit your initial document request below.

### Immigration Document Request

Students admitted to programs beginning in **Summer 2020** may request documents beginning **January 2, 2020**.  
Students admitted to programs beginning in **Fall 2020** may request documents beginning **March 9, 2020**.

- **New Student Immigration Document Request** - Apply for an initial I-20 (F-1 students) or DS-2019 (J-1 students) once you have been admitted to an academic program at Northwestern University.
- **Kellogg Global EMBA I-20 Request** - This request is for Kellogg Global Partner international student participating in U.S. electives between January 2020 to April 2020
- **Center for Talent Development I-20 Request** - Apply for an initial I-20 once you have been admitted to a Center for Talent Development summer program.

**Pre-Departure Orientation (NU In)**

**Airport Pick-Up**

**International Student Orientation**

**Check-in**

You will then choose the term in which your program will begin.

## User Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

**Available Terms**

Terms  Spring, 2020

Summer, 2020

Apply Cancel

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:

## : Request (Not Reviewed)

This page shows current and required elements of your request. x

 [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"/>

### 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"/>

### 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

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 “Non-Northwestern Login”.

Your username is the email you used to set up the account and the password you set up earlier.

### Security : Login (existing user)

To login, please enter your username and password in the form provided below. ×

Please log in:

**Username:**

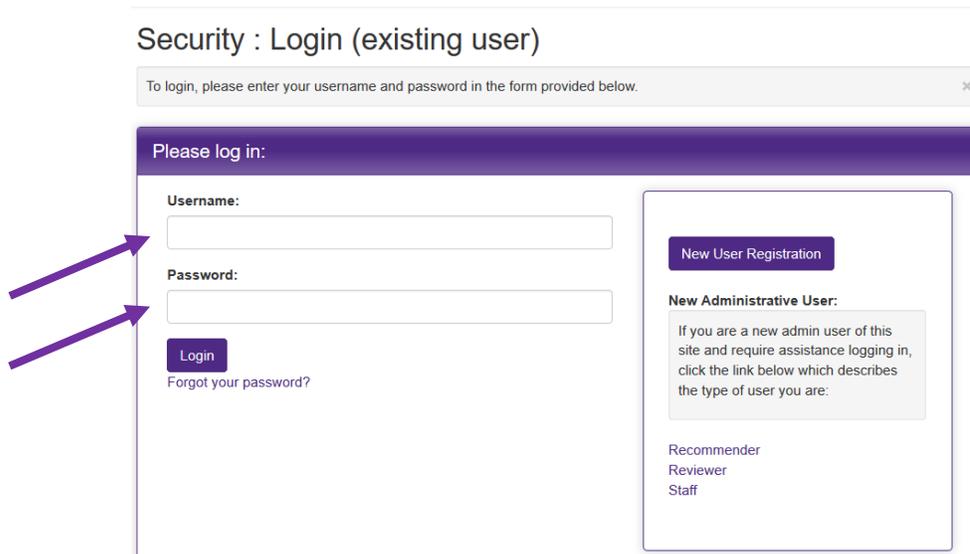
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[Staff](#)



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.

## 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

New Student Immigration Document Request (ID 52732)	Deadline: 10/28/2020 <a href="#">Withdraw</a> Start/End Dates: 01/02/2020 06/29/2020
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### Profile

**Name**  
**Email**

No Image

[Edit Profile](#)

### Messages from OISS

[View all Messages](#)

Date/Time	From
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