New Student Portal Login Guide
Students without NetIDs
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 “Non-Northwestern Login/Register”. Only Northwestern students who have been issued a NetID by the university can log in using “Login/Register”.

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.

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

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

Northwestern Office of International Student and Scholar Services Website: Login Information

Office of International Student and Scholar Services - Account Created

Welcome to Northwestern University's Office of International Student and Scholar Services!

Following is your temporary login information that will enable you to apply to programs:

User ID: [Redacted]

Temp Password: [Redacted]

Please keep this information in a safe place.

User ID: https://oissportal.northwestern.edu/secure/

General non-login: https://oissportal.northwestern.edu/index.php/F?p=action=SecurityLogin&user=10&gsp=DE786F174B3D10EB8B7F2766514CE27D2AA376DEDB764032520

Temporary login information is only valid for 1 day(s). If you do not login within 1 day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you.

Office of International Student and Scholar Services User Support

This message was generated automatically.
You will be directed to the login site. Choose “I have login credentials to this site that I received by email”.

Your username is your email. Your password is the “Temp Password” from your login email.
At the next screen you will choose and answer three security questions.

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

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

- Spring, 2020
- Summer, 2020

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 Screen](image)

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.

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.