



Northwestern

OFFICE OF INTERNATIONAL STUDENT
AND SCHOLAR SERVICES

Admissions Contact Portal User Guide

USING THE OISS PORTAL

For Admissions Contacts

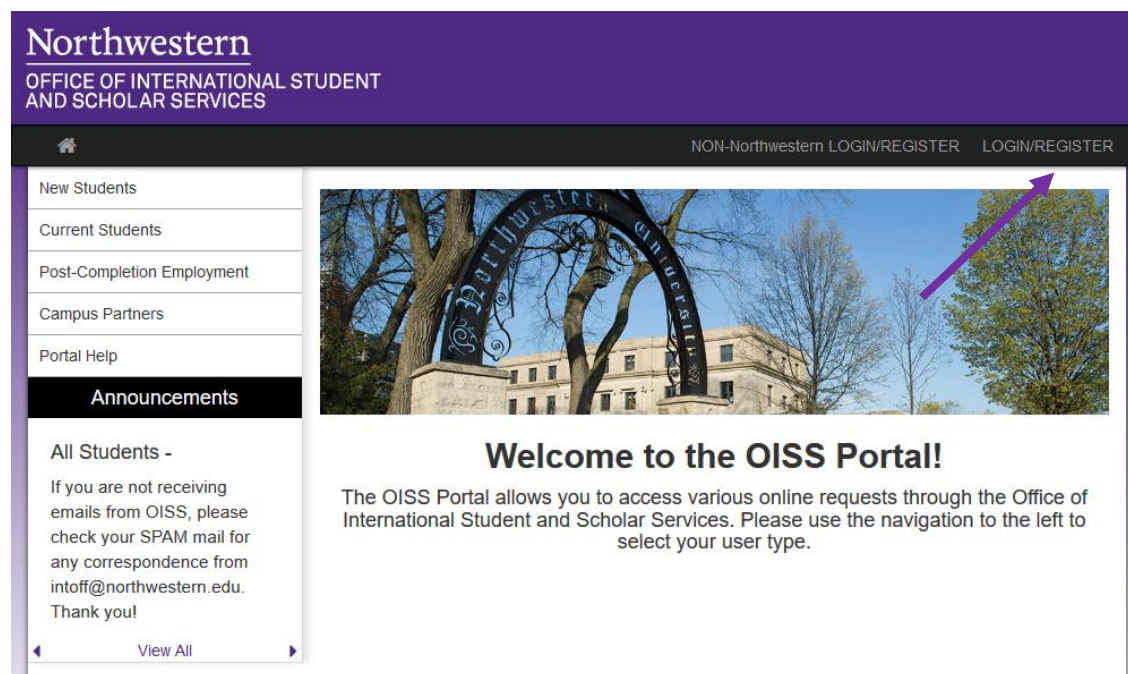
How to monitor student requests for immigration documents (I-20 or DS-2019)

After students have been admitted to an academic program, they can begin their request for an immigration document – the I-20 for F-1 students or the DS-2019 for J-1 students – with the Office of International Student and Scholar Services (OISS). Their immigration document will be needed to apply for an F-1 or J-1 visa at a US embassy or consulate and to enter the US at a port of entry.

The immigration document request can therefore serve as an indicator of which students plan to attend Northwestern. The OISS offers admissions contacts access to reports on immigration document requests in order to track students in this process.

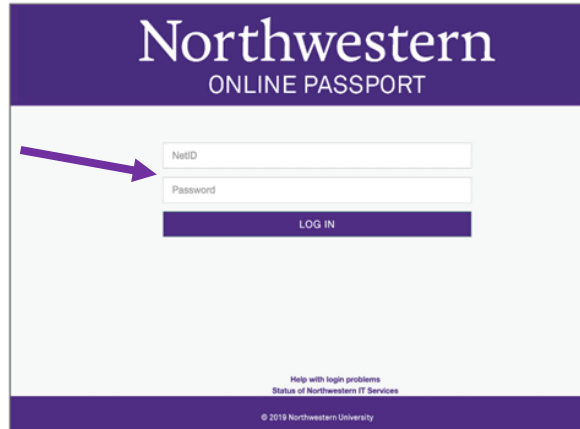
To access the report created for your academic program(s), you will begin by logging into the OISS portal page: oissportal.northwestern.edu.

Select “Login/Register”.



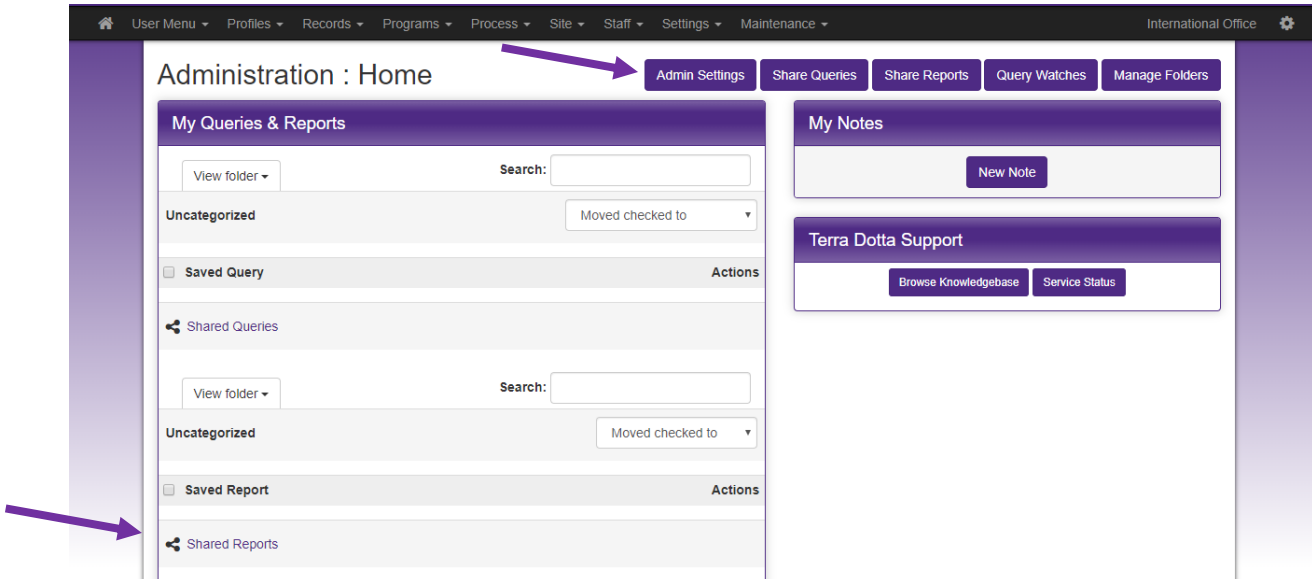
*Please note that only designated admissions contacts have access to the OISS portal. A user profile for each contact must be created by OISS staff in advance in order to access the portal.

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



The image shows the Northwestern Online Passport login screen. It features a purple header with the text "Northwestern ONLINE PASSPORT". Below the header, there are two input fields: "NetID" and "Password". A purple arrow points to the "NetID" field. Below the input fields is a purple button labeled "LOG IN". At the bottom of the screen, there is a small link that says "Help with login problems Status of Northwestern IT Services" and a copyright notice "© 2018 Northwestern University".

Upon logging in, you should be directed to your "Administration Home Page" and can access your report(s) by clicking on the "Shared Reports" link. If you oversee multiple academic programs, you may have links to multiple reports.



The image shows the "Administration : Home" page. At the top, there is a navigation bar with links: "User Menu", "Profiles", "Records", "Programs", "Process", "Site", "Staff", "Settings", "Maintenance", "International Office", and a gear icon. Below the navigation bar, there is a section titled "Administration : Home" with a purple arrow pointing to it. To the right of this section, there are five buttons: "Admin Settings", "Share Queries", "Share Reports", "Query Watches", and "Manage Folders". Below these buttons, there are three main sections: "My Queries & Reports", "My Notes", and "Terra Dotta Support". The "My Queries & Reports" section has a "View folder" dropdown, a "Search:" field, and a "Moved checked to" dropdown. It also has a "Saved Query" section with a "Shared Queries" link. The "My Notes" section has a "New Note" button. The "Terra Dotta Support" section has a "Browse Knowledgebase" button and a "Service Status" button. A purple arrow points to the "Shared Reports" link in the "My Queries & Reports" section.

If you do not see the "My Queries & Reports" feature upon logging in, please adjust your settings by selecting "Admin Settings".

Once you are in the “Admin Settings”, ensure that the box is checked for the “My Queries & Reports” feature and select “Update” to save any changes. You can then return to the “Administration Home Page” by selecting “Return to Admin Home”.

Administration : Administrative Customization

Return to Admin Home

Customize Display

Check or uncheck the following boxes to add or remove these features from your home page:

- ☒ Terra Dotta Support
- ☒ My Queries & Reports
- ☒ My Notes
- ☐ My Recommendations
- ☒ Updates to Sponsored Programs
- ☒ Applications without Itineraries or Locations

Administrative Settings

My landing page on login: - select -

Use signature for my system emails ☒

Font Size Format Source

B I U S X X² G C

body

Update Cancel

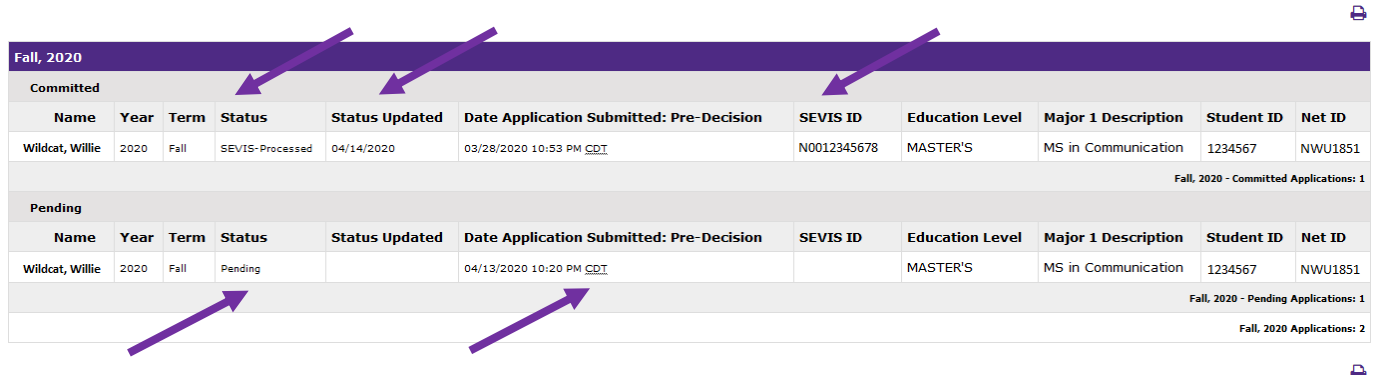
To view the report in the web browser, you can click on the report name.
To download the report contents as a Microsoft Excel file, click on the Excel icon.

Shared Reports		
McCormick - Masters: Engineering Management (MEM)	Shared by International, Office	
McCormick - Masters: Information Technology (MSIT)	Shared by International, Office	

When viewing the report in the web browser, student requests will be organized by admission term (fall or summer), then by request status (committed or pending), and then alphabetically by each student's surname.

Committed Students:

“Committed” means that a student’s immigration document has been processed by the OISS. The status will be listed as “SEVIS-Processed” and the date that the request was processed by the OISS will be indicated. The student will also have a SEVIS ID assigned to them.



Fall, 2020											
Committed											
Name	Year	Term	Status	Status Updated	Date Application Submitted: Pre-Decision	SEVIS ID	Education Level	Major 1 Description	Student ID	Net ID	
Wildcat, Willie	2020	Fall	SEVIS-Processed	04/14/2020	03/28/2020 10:53 PM CDT	N0012345678	MASTER'S	MS in Communication	1234567	NWU1851	
Fall, 2020 - Committed Applications: 1											
Pending											
Name	Year	Term	Status	Status Updated	Date Application Submitted: Pre-Decision	SEVIS ID	Education Level	Major 1 Description	Student ID	Net ID	
Wildcat, Willie	2020	Fall	Pending		04/13/2020 10:20 PM CDT		MASTER'S	MS in Communication	1234567	NWU1851	
Fall, 2020 - Pending Applications: 1											
Fall, 2020 Applications: 2											

Pending Students:

“Pending” means that a student has submitted an immigration document request to the OISS that has not yet been processed. The request status will be listed as “Pending” and the date that the request was submitted by the student will be indicated. Due to the large volume of immigration document requests, the OISS will process each request within 4 weeks of submission; however, some processing times may exceed 4 weeks if a student has submitted an incomplete request or if they are transferring their SEVIS ID from a different institution.

If a student does not appear on the report, it means that they have not yet submitted an immigration document request to the OISS.