Welcome to Northwestern. You are receiving this guide because you have been admitted to a Global Learning Office Exchange Program. In order to travel to the United States for study, you must have the appropriate documents. For your program, that is the DS-2019. This document is created by our office. You will need it to get your J-1 visa at the United States Embassy.

You will need a copy of your passport, your invitation letter and financial documentation to apply for a DS-2019. You can follow this guide to create your profile and request your DS-2019.

You will begin on the OISS portal page: oissportal.northwestern.edu. Choose the New Students tab on the left. You can find the link to your request on the OISS portal page under the appropriate GLO Exchange Programs.

When you click on that request you will go to the OISS portal.

You will land on the registration page. Choose New User registration.
In Step 1, choose the “I do not have login credentials to this site”.
In Step 2: Choose “I am not currently registered at an institution”.

At the next step, 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 General non-login.
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. The Password is the one from your login email.
At the next screen you will choose and answer three security questions.

Then change your password.

You will have to go back to the original page and click again on the request.

You will then choose the appropriate term on the next screen.
You will be at the request screen. You must complete all three questionnaires, The Learning Content must be marked as read, and the Statement of Understanding must be completed. When you finish, click the submit button. The following is an example of your request screen:
After you have submitted the request, your document will be reviewed. You will be contacted if there are any questions. The Primary reason a request is rejected is due to failure to upload a sponsor Statement of Support. When your DS-2019 is created, you will receive an email.

You will use the DS-2019 SEVIS Id to pay your I-901 fee and make your Visa appointment.

If there are any questions, we will communicate with you through the email you used to create your account.

If you need to log out and log back in, you will log in through the portal homepage, upper right corner Non-Northwestern Login, NOT the request link. This will allow you to work in the same request until it is completed and submitted. You will also be able to see any correspondence we may have sent you regarding the request.
Your username is the email you used to set up the account and the password you set up earlier.