Welcome to Northwestern. You are receiving this guide because you have been admitted to a School of Professional Studies summer program. In order to travel to the United States for study, you must have the appropriate documents. For your program, that is the I-20. This document is created by our office. You will need it to get your F-1 visa at the United States Embassy.

You will need a copy of your passport and financial documentation to apply for an I-20. You can follow this guide to create your profile and request your I-20.

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 under SPS Summer Programs panel.

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”.

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: 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 then choose the Summer 2019 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 Signature document must be completed. If you must log out and return to the request, please see the steps starting on page 8.

When you finish, click the submit button.
After you have submitted the request, it will take five business days for your document to be created. Per the Document Mailing Request questionnaire, you must request a shipment from eShipGlobal.

You will use the I-20 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.