## PEPPERDINE | Office of International Student Services

## **OISS Portal and e-form instructions**

Step One: Access the portal at oiss.pepperdine.edu and click "LOGIN".



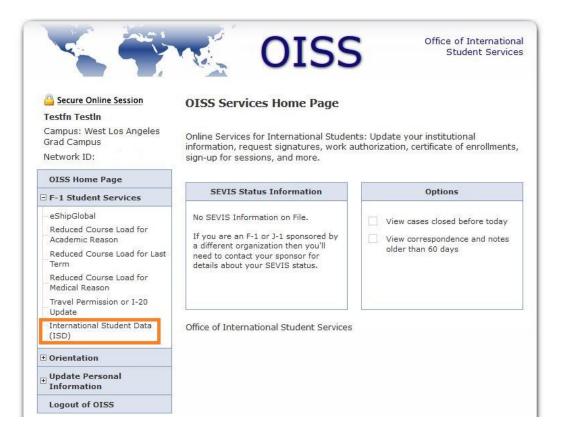
**Step Two:** Login with your NetworkID and Password. These credentials were already sent to you in a previous email.

PEPPERDINE	Central Authentication Service (CAS)
Enter your Matwork ID and Password Hetwork Dr Hesword : LOGIN Except Password?	This Central Authentication Service (CAS) provides angle sign-on access to Pepperdine University web services. Your log in to this CAS page allows you to access any of your web services for the next two hours, without having to log in again. By logging in via CAS, you agree to abide by the University's <u>Computer and Network Responsible Use Policy</u> . Security warning for ahared use computers: The only reliable way to sign out of CAS or other web applications is to exit your web browses. LOG OUT OF ANY SHARED USE COMPUTER BEFORE YOU LEAVE IT Pepperdine University provides a passnord management web site at <u>https://muid.essort/ine.adu</u> that allows you to change or reset the password associated with your NetworkID.
Copyright © 2005 - 2012 Jasia, Inc. All rights reserve Powered by Jasia Central Authentication Service 3.6.0 ostrya	

## **Step Three:** Click on the "F-1 Student Services" tab on the left-hand side.

		OIS	Office of Internation Student Service	
Secure Online Session Address Change TestEform Campus: Malibu Campus Network ID:	Online Services fo information, reque	est signatures, work	ents: Update your institutional authorization, certificate of enrollments,	
OISS Home Page  Departmental Services	sign-up for sessions, and more. SEVIS Status Information		Options	
Mass Registration To F-1 Student Services Orientation	SEVIS ID: Status: Level:	Active Master's	<ul> <li>View cases closed before today</li> <li>View correspondence and notes older than 60 days</li> </ul>	
Update Personal Information	Program Start: Program End:	01/01/2017 12/31/2025		

## Step Four: Click on "International Student Data (ISD)".



**Step Five:** Complete ALL six pages of the International Student Data (ISD) form. A check mark will appear to the left of the link of each completed page. After all ISD pages have been completed, click on and complete the "Submit Form I-20 Request" form.

	OISS Office of International Student Services			
Secure Online Session Testfn TestIn Campus: West Los Angeles	International Student Data (ISD) International Student Data Request Forms			
Grad Campus Network ID: smcclamm	Page 1: I-20 Request Information			
OISS Home Page	Page 2: Required Information Page 3: Funding Information			
F-1 Student Services	Page 5. Funding Information			
eShipGlobal Reduced Course Load for Academic Reason	Page 4: Dependent Spouse & Children: O3/15/2018 04:22 PM   Approved - Page 4: Dependent Spouse & Children			
Reduced Course Load for Last Term Reduced Course Load for	<u>Add New Page 4: Dependent Spouse &amp; Children</u> <u>Page 5: Current Immigration Information</u>			
Medical Reason	→ Page 6: SEVIS Status Verification			
Update	Submit Form I-20 Request			
International Student Data (ISD)	= Incomplete (+) = Submit Another (i) = Follow-Up Required			
<b>①</b> Orientation	<ul> <li>□ = Incomplete ⊕ = Submit Another</li> <li>① = Follow-Up Required</li> <li>○ = Optional □ = Not Yet Available</li> <li>→ = Awaiting Answer</li> </ul>			
⊎ Update Personal     Information	✓ = Complete			
Logout of OISS				

You will receive an email confirming your submission of the International Student Data (ISD) form. You will receive another email letting you know that either your ISD form has been successfully completed and scheduled for review, or additional information is required.

If you have technical issues that arise on the OISS Portal, please contact <u>oisstech@pepperdine.edu</u> for support.