ISS Information System (ISSIS) Tutorial

Presented By:
International Student Services (ISS)
Outline

• Current student submission process for requests with the International Student Services (ISS)
• Provide information on the ISS Information System (ISSIS)
• Review the responsibilities of the student, academic department and the ISS advisor.
• Explain how applications will be submitted in ISSIS
• Provide basic information on how to use ISSIS

If you have any questions or feedback, you may email iss@tamu.edu for additional information.
Paper-Based Process

Student collects paper forms for requests.

Academic department fills out department forms.

Student submits completed application to the ISS office.
Overview: ISSIS Process

1. **Student will fill out the Student Form in ISSIS**

2. **The student will indicate the appropriate academic advisor/faculty member who will need to approve the request.**

3. **The academic department will be notified by email to log into ISSIS and fill out the Department Form.**

4. **ISS will review the student application and contact the student and the department with a decision.**

5. **If the form is approved by the department, the student application will be sent to ISS for review.**

6. **The academic department will review the Student Form and fill out the Department Form.**
Student Responsibilities

- The student will meet with their academic department.
- Student will fill out the Student Form.
- Student will indicate the appropriate academic personnel to review the form.
- The student will submit the form in order to be approved by the advisor.
- The student will be notified when the application is approved by the academic department and ISS.
- The student can track their application on the Submitted Applications page.
Academic Department Responsibilities

Meet with the student and discuss the application process.

Department will receive an email when the Student Form is submitted.

Review the Student Form and attached documents.

Department may deny the application if necessary and the student will be notified by email.

The student and department will be notified when the application is approved.

Answer supplemental questions on Department Form and submit to ISS if approved.
This section will review ISSIS and provide guidance on how to complete the application in ISSIS.

HOW TO SUBMIT APPLICATIONS IN ISSIS
Access ISSIS from the International Student Services website under the following pages:

• Current Student Section
• Faculty/Staff/Advisor Section

Direct Log In:  http://issis.tamu.edu/public
Student Form

• Students will initiate any requests in ISSIS. The student will first log into ISSIS at:

• The student will fill out a Student Form and select the appropriate advisor:
  • Undergraduate students will only be required to select an Academic Advisor in ISSIS.
  • Graduate students will be required to select an Academic Advisor and the Graduate Advisor/Department Head.

• The student will also upload the required attachments as necessary. Once the Student Form is submitted, the application will be sent to the academic department for review.

The following applications are currently available:
Post-Completion Optional Practical Training (OPT)
Steps to Approve or Deny a Student Request:

• The department will log into ISSIS and fill out the Department Form.
• If the student application is approved by the department, the application will be sent to ISS for review.
• The department advisor selected on the Student Form will receive a reminder after five days and 10 days if the application is not reviewed.
• If the application is denied, the processing of the application will stop and the student will be notified by email. The student will need to submit a new application to restart the process.
Student Applications Currently Pending:

Thank you for logging into the ISS Information System (ISSIS). The list on this page includes all requested student applications that are currently pending in the ISS Information System. In order for the student to move forward in processing a request with ISS, the department must take action on the following applications and submit the Department Form. Please follow the following steps to approve the student application and submit the Department Form to ISS.

Steps to Approve/Deny a Student Request:

1. To submit the Department Form and approved student application to ISS, you will need to click on the Student Form column.
2. Fill out the Department Form information. As the academic advisor, you may also view the Student Form and Attachments.
3. If the student application is approved by the department, your application will be sent to ISS for review. Please be aware, graduate student applications must be reviewed by the Academic Advisor as well as the Department Head or Graduate Advisor.
4. You will receive a reminder every five days if the application is not reviewed. If the application is not reviewed within 15 days, the student's application will automatically be canceled. The student will need to resubmit a new application to restart the process.
5. If the application is denied, the processing of the application will stop and the student will be notified by email. The student will need to resubmit a new application to restart the process.

If you have any questions, please contact iss@tamu.edu or 979-845-1824 for assistance.
Student Applications Currently Pending:

This page includes all requested applications that are currently pending in the ISS Information System. In order to view your submitted application, click on the Student Form column on the appropriate application you wish to view. Once you have submitted an application in ISSIS you will be able to view the content only. If you wish to edit this application, you must contact ISS to cancel the current application. Once the application is canceled, you may submit a new application in ISSIS which will go to the end of the queue. Student processing times are 5 to 20 business days depending on the queue of applications.

<table>
<thead>
<tr>
<th>Student Form</th>
<th>Date Submitted</th>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post - Completion OPT Form</td>
<td>4/25/2013</td>
<td>Approved</td>
</tr>
</tbody>
</table>
### ISS Information System

#### Assign Task for Academic Advisors

<table>
<thead>
<tr>
<th>Created</th>
<th>Student Form</th>
<th>Student</th>
<th>UIN</th>
<th>Visa</th>
<th>Processing Days</th>
<th>Application Status</th>
<th>Assigned To</th>
<th>Priority</th>
<th>ReassignTo</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/5/2013</td>
<td>Post Completion</td>
<td>Jerome (Student) King</td>
<td>9900000013</td>
<td>F1</td>
<td>0 Day</td>
<td>Pending with Academic Advisor - William (GraduateAdvisor) Anderson</td>
<td>Not Assigned</td>
<td>Normal</td>
<td></td>
<td>Assignment</td>
</tr>
</tbody>
</table>

**Batch Assignment**

If you want to assign multi-applications to same Advisor, please select them in the grid and assign to:

- Not Assigned

[Assign Task]
Department Assigner Page

• Ability to see all pending applications in your department

• Flexibility to reassign pending applications to the appropriate advisor when necessary

• ISS will have a process for your department to request additional access if you will need this access.
WHAT IS NEXT FOR ISSIS?
Future Enhancements

• Ability for all advisors in each department to view pending and completed applications
• Print and save forms
• Additional forms available for students
Academic Department Question:

If an application is denied by an Academic Department, will the advisor(s) need to email the student to explain why they denied their request? Where will the student view my comments once I deny an application?

Answer:

The student will receive an email in their NEO account stating their application has been denied. The text you have entered in the COMMENTS box will appear in the student’s email. As the advisor, you should not need to email the student in addition to denying a student application in ISSIS unless you feel it is necessary.
Academic Department Question:
I am not currently listed in ISSIS as an academic advisor or department advisor. What do I need to do in order to add myself to the Academic Advisor list and have access to approve applications in ISSIS?

Answer:
ISS can add additional academic department staff as necessary. Please email iss@tamu.edu to request access to ISSIS.
QUESTIONS

Bill Taylor
Interim Director

Adrea Dottavio
International Student Advisor

International Student Services
979-845-1824
1st Floor Bizzell Hall East
1226 TAMU

Additional questions can be emailed to iss@tamu.edu or you can view a complete list of the FAQ page on the ISS website.
F-1 Post-Completion Optional Practical Training (OPT)
Student Section

Purpose of Form:
This form must be completed if you are an F-1 student applying for Post-Completion Optional Practical Training (OPT). You will complete the form below and upload the OPT application and necessary attachments. Once the application is submitted, it will be sent to your academic department advisors as selected on the bottom of this form. Your department will review the application, fill out the appropriate department form, and submit to ISS.

What is Optional Practical Training?
Optional Practical Training (OPT) is temporary employment available to F-1 students. The employment must be related to the student's field of study and commensurate with the student's education level. Students are eligible to apply for the Post-Completion OPT one of three ways:

- OPT based on Graduation
- OPT based on Completion of Coursework (Master's Thesis and PhD Students Only)
- OPT Based on the Letter of Completion

OPT Workshop:
In order to apply for the Post-Completion OPT, you are required to complete either an in-person OPT workshop with ISS or take the Online OPT Workshop in order to be aware of the immigration responsibilities due to applying for OPT and/or completing your academic program. For more information please complete the Online OPT Workshop or attend an in-person OPT workshop with ISS. The schedule of in-person workshops can be viewed under the Events section of the ISS website.

Important Deadlines:
ISS processing times are 5 to 20 business days from the time your request is complete and is dependent on the queue of student applications in front of you. Once ISS has issued your new I-20 with the OPT recommendation, you need to send in your completed Form I-765 application to United States Citizenship and Immigration Services (USCIS) within 30 days or your OPT application will be denied. This information is explained in more detail on the Online OPT Workshop. You need to take either the Online OPT Workshop or attend an In-Person workshop with ISS in order to be eligible to apply.
Required Steps Checklist:
- Take the Online OPT Workshop or attend an in-person OPT workshop with ISS
- Fill out OPT Student Form and upload required documents listed below
- Complete the following based on how you will apply for OPT:
  - Graduation: You must apply for graduation.
  - Completion of Coursework: You must have completed all coursework requirements on your degree plan and set your date of defense with your academic department.
  - Letter of Completion: You must have the Letter of Completion in order to apply. In addition to the required documents below, you should also upload a copy of the Letter of Completion you receive.

Student Should Upload the Following Documents:
- Passport photo and validity page
- Visa
- I-94 card (front and back)
- Most recently issued I-20 of F-1 student

Sponsored Students: If you are a sponsored student, you must contact Sponsored Student Programs and your sponsor to ensure that your application for the Optional Practical Training does not violate the conditions of your sponsorship. Please contact Sponsored Student Programs at ssp@tamu.edu or 979-845-2550 for approval.

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree Level:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

*Please be aware the information above has been added from your Howdy Portal. If you feel this information above is incorrect, please contact ISS for further information.*

This section must be completed by all F-1 students applying for Post - Completion Optional Practical Training.
This section must be completed by all F-1 students applying for Post-Completion Optional Practical Training.

**Expected Date of Graduation:**

I am applying for Post-Completion OPT based upon one of the following:

- Graduation (This option is available to ALL F-1 students)
- Completion of Coursework (This option is only available to F-1 Master’s Thesis Option and Doctoral students)
- Letter of Completion (This option is only available to graduate students who wish to begin OPT employment prior to graduation but are not eligible to apply for OPT based upon completion of coursework. If you are applying based on Letter of Completion, for immigration purposes the date your Letter of Completion is issued, marks the end of your academic program. ISS can process your request only after you have submitted the Letter of Completion to ISS. Please upload the Letter of Completion in order to complete processing your request in ISSIS.)

**Requested OPT Start Date:** [ ]

**Requested OPT End Date:** [ ]

(Required for Master’s Thesis-Option and Doctoral students ONLY)

Please list your date of defense that you have set with your academic department:

All students must read and sign the **Student Responsibility Statement** below.

**Student Responsibility Statement Reporting Responsibilities:** I understand the following:

- I should inform my department employer of the change in the end date of the I-20 and stop working on campus on the date the I-20 expires, the date the Letter of Completion is issued, or graduation, whichever one comes first. I understand the I-20 end date of my document may change due to applying for the OPT Recommendation from ISS and may affect the last day I am eligible to work on campus.
- My Student Local Mailing address must be updated within 10 days of moving. My email address, phone number and other contact information must also be reported to ISS. This information can be updated through the Howdy Portal (https://howdy.tamu.edu)
- I am required to report any changes of name, address, or interruption of employment through the OPT Data System (https://iss.tamu.edu/employment/optds/default.asp) beginning on the start date of my EAD card and for the duration of the OPT within 10 days of the change.
- If my immigration status changes, I am required to send ISS copies of my new documents within 10 days of the change.
- I will provide ISS with a legible copy of the EAD card when I receive it.
- Failure to do the above could result in loss of my legal non-immigrant status and that if this occurs, I may have to stop working and/or leave the United States.
Student Responsibility Statement Certification Required

I certify that the information provided is true and accurate. I understand the rules and regulations concerning my engagement in Optional Practical Training (OPT) and agree to all conditions listed above.

☐ I agree to the terms listed above

Students are advised to print and keep a copy of this statement for future reference.

Supporting documents for Post-Completion OPT Application.

The following documents must be uploaded to this form in order for you to submit the application. Once you have uploaded all appropriate forms, please check each box below.

You will not be able to submit this form unless each box is checked and all appropriate documents are uploaded.

☐ Passport photo and validity page
☐ Visa
☐ I-94 card (front and back)
☐ Most recently issued I-20 of F-1 student

Click here to attach a file

Please indicate your academic department information below.

Your OPT application must be reviewed by the academic department and approved. Please indicate your department, and choose the appropriate Academic Advisor and/or Graduate Advisor (if applicable) from the pull-down list(s) and SUBMIT. Please note that your application will not be submitted to ISS until your academic advisor and/or graduate advisor has reviewed your application and submits the application in ISSIS. ISS processing times do not begin until the department has submitted the application to ISS.
Please indicate your academic department information below.

Your OPT application must be reviewed by the academic department and approved. Please indicate your department, and choose the appropriate Academic Advisor and/or Graduate Advisor (if applicable) from the pull-down list(s) and SUBMIT. Please note that your application will not be submitted to ISS until your academic advisor and/or graduate advisor has reviewed your application and submits the application in ISSIS. ISS processing times do not begin until the department has submitted the application to ISS.

Department of Academic Advisor: 

Academic Advisor: 

Department Head or Graduate Advisor: 

Section

(Department Head/Graduate Advisor field is not required for undergraduate students)

---

Emergency Processing Request

ISS processing time is 5 to 20 business days. In the event of an emergency, please indicate if your application will need to be expedited and provide a valid explanation below. Please be aware, expedited processing is not guaranteed. All emergency cases are reviewed on a case by case basis and will be at the discretion of the ISS Office for approval.

☐ Expedited Processing Requested

Please indicate the reason.

Date application is needed:

Once submitted, this application will be sent to your academic department for review and approval. Once your academic department has approved the application, it will be submitted to International Student Services. All updates regarding the processing of this form can be viewed on the Student Application Page. If you need to cancel this application once it is submitted, please contact iss@tamu.edu.

Submit
Instructions for Academic Department Advisors:
In order to view the student application, you may select the Student section at the top of this form. Once you have reviewed the student's application and answered the questions below, you may submit the form to ISS for processing. Please email iss@tamu.edu with any questions regarding this process.

What is Optional Practical Training?
Optional Practical Training (OPT) is temporary employment available to F-1 students. The employment must be related to the student’s field of study and commensurate with the student’s education level. Students are eligible to apply for the Post-Completion OPT one of three ways:
- OPT based on Graduation
- OPT based on Completion of Coursework (Master's Thesis and PhD Students Only)
- OPT Based on the Letter of Completion

To view how the student plans to apply for OPT, please review the Student section of this form. After reviewing the student form, please answer the questions below accordingly.

OPT Based on Graduation: Students may apply based on their expected date of graduation. The student is not eligible to have a start date of OPT more than 60 days after their graduation date.

OPT Based on Completion of Coursework: Graduate students (Master’s Thesis or PhD only) are eligible to apply for the OPT to begin prior to their expected date of graduation IF, the student has completed all coursework requirements AND has set their date of defense with the academic department.

OPT Based on Letter of Completion: Students may apply for the OPT based on the Letter of Completion. This option is only available to graduate students who wish to begin OPT employment prior to graduation but are not eligible to apply for OPT based upon completion of coursework. If the student receives the Letter of Completion, for immigration purposes the Letter of Completion issuance date marks the end of the student’s academic program. ISS can process the student request only after he/she submits the Letter of Completion to ISS. The Letter of Completion must be uploaded in this application in order for the student to complete processing the OPT request. Please do not submit this department form if the student has not received the Letter of Completion. ISS would recommend that this application is denied and resubmitted by the student once the Letter of Completion has been issued and received by the student.
OPT Workshop:
All students applying for Post-Completion OPT are required to complete either an in-person OPT workshop with ISS or take the Online OPT Workshop and should be aware of the immigration responsibilities due to applying for OPT and/or completing their academic program. Additional information on the student responsibilities can be viewed on the Student Form.

Student Information

First Name: Test1
Last Name: Student
UIN: 888008888
Major: Electrical Engineering
Degree Level: MEN

This form should be completed by the student's Department Advisor(s)

1. Expected Date of Graduation: May 2013

2. Will the employment delay the completion of the student's degree requirements? If Yes, the student is not eligible for OPT.
   No

3. Is the student a full-time student in good academic standing AND meeting departmental, University and academic expectations?
   Yes
   If No, why not?

4. Has the student completed all course requirements for degree, including pre-requisites, other than the thesis or equivalent?
   No

5. What are the specific degree requirements remaining? (For example, thesis corrections, coursework, etc.):
   Coursework
6. Will the student begin OPT employment prior to graduation?

If Yes, how many credit hours will they take at Texas A&M during the employment?

7. Will the student apply for a Letter of Completion?

If Yes, when?

8. Master's Thesis and Doctoral Students Only: Defense Date as petitioned to Academic Department:

Academic Advisor:

First Name:                      Last Name:                      Phone:
Email:                           

☐ Approve  ☐ Deny

If denied, please comment why. The student will receive an email with the following information included:

Section

By submitting this form, I certify that I have reviewed the student's academic information, and to my knowledge, it is accurate.

Note: Graduate students must have this also reviewed by the Graduate Advisor or Department Head. Once you have submitted this information it will be sent to the graduate advisor or Department Head selected on the Student Form.

Required for graduate students only:

Graduate Advisor or Department Head:

First Name:                      Last Name:                      Phone:
Email:                           

☐ Approve  ☐ Deny
By submitting this form, I certify that I have reviewed the student's academic information, and to my knowledge, it is accurate.

Note: Graduate students must have this also reviewed by the Graduate Advisor or Department Head. Once you have submitted this information it will be sent to the graduate advisor or Department Head selected on the Student Form.

Required for graduate students only:

Graduate Advisor or Department Head:

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

批复: [ ] Approve [ ] Deny

If denied, please comment why. The student will receive an email with the following information included:

[Input field for comments]

By submitting this form, I certify that I have reviewed the student's academic information, and to my knowledge, it is accurate.

Note: This form has been approved by the advisor listed above. As the graduate advisor or department head, please also review the information above. You may also review the Student Form by selecting the STUDENT tab on the top of this page. Once you have reviewed the application, you may Approve or Deny this student's request. If it is approved and submitted, this application will be sent to ISS for review.

"State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you."
### Assign Task for Academic Advisors Graduate Advisors

<table>
<thead>
<tr>
<th>Created</th>
<th>Student Form</th>
<th>Student</th>
<th>UIN</th>
<th>Visa</th>
<th>Processing Days</th>
<th>Application Status</th>
<th>Assigned To</th>
<th>Priority</th>
<th>ReassignTo</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/5/2013</td>
<td>Post-Completion OPT Form</td>
<td>Jerome King</td>
<td>990000013</td>
<td>F1</td>
<td>0 Day</td>
<td>Pending with Academic Advisor</td>
<td>William Anderson</td>
<td>Normal</td>
<td>Not Assigned</td>
</tr>
</tbody>
</table>

**Batch Assignment**

If you want to assign multi-applications to the same Advisor, please select them in the grid and assign to:

- Not Assigned

- Assign Task