

Creating a Request in OISS Connect

Selecting the Term

Once you are logged in to start your request, you will be asked to choose the semester or year in which you are making the request (see example A below). This helps us organize your request history.

Note: If you have a summer internship that qualifies for CPT, you would choose 'Summer, 2020'.

Some requests are available for you to make at any time of year. They will be identified as 'Request, 2019' or 'Request, 2020' (see example B below). One example of this type of request would be to add a dependent.

Example A: By Semester

OISS Connect Home Page : Available Program Terms

To create your record, Select the term and year to which you are applying. When you are ready to create the record, click on the 'Apply' button at the bottom of the page. ×

A Available Terms

Terms

☐ Fall, 2019

☐ Spring, 2020

☐ Fall, 2020

Example B: By Year

OISS Connect Home Page : Available Program Terms

To create your record, Select the term and year to which you are applying. When you are ready to create the record, click on the 'Apply' button at the bottom of the page. ×

B Available Terms

Terms

☐ Request, 2019

☐ Request, 2020

Viewing Requests

On your homepage you will see these requests organized by year and type of request.

Some events listed here are requests made on your behalf by OISS. For example,

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(a) Your SEVIS registration activity will show up in 'Fall, 2019' and then again under 'Spring, 2020'.

(b) Your Academic Objective (program of study) will be categorized under the semester and year you started this degree, such as 'Fall, 2016'.

Requests		
a	Request, 2019	
	<table><tr><td>Optional Practical Training (OPT) (F-1) (ID 18490)</td><td>SEVIS-Processed</td></tr></table>	Optional Practical Training (OPT) (F-1) (ID 18490)
Optional Practical Training (OPT) (F-1) (ID 18490)	SEVIS-Processed	
b	Fall, 2016	
	<table><tr><td>Academic Objective (F-1) 1 linked records exist (View) (ID 11242)</td><td>Program end date: 05/18/2020 Start/End Dates: () 08/26/2016 05/18/2020</td></tr></table>	Academic Objective (F-1) 1 linked records exist (View) (ID 11242)
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[See the OISS Connect Home Page section on Requests](#) [1] for more information.

Source URL: <https://oiss.yale.edu/creating-a-request-in-oiss-connect>

Links

[1] <https://oiss.yale.edu/node/4096/#requests>