Much like other requests, you will receive an email from OIA alerting you that a student has a request pending for you. You should see the student’s name and last four digits of their university ID number. Simply click on the link to access iStart (you will need to CAS Authenticate).

Dear Casey Windhorst:

The Office of International Affairs, Indiana University-PurdueUniversity Indianapolis (OIA) requests that you review / comment on the following request submitted to our office. If you have any questions please contact OIA and ask to speak to an advisor. Thank you for your time and attention to this matter.

Please follow the link below to respond to this request:

[Extension of I-20 Document]

Client Name: **Student’s name**
Client ID Number: ***** **Student’s UID**

Office of International Affairs, Indiana University-PurdueUniversity Indianapolis
Tel: (317) 274-7000
Email: oia@iupui.edu
Web: http://international.iupui.edu

CONFIDENTIALITY NOTICE: This email message, including all attachments, is for the sole use of the intended recipients and may contain confidential and privileged information.
Once CAS Authenticated, you will see a list of students who have routed eForms to your attention. Simply click on the link for the record you wish to evaluate.

Respond to E-Form Requests

Any outstanding e-form requests that have been submitted for you to respond to will be listed below. Click on each link below to open the eform request in a new window, fill out the e-form, and submit. E-form requests that you have recently submitted may also be listed further below, in a second section, until office staff have reviewed and approved them.

If you are not seeing any requests listed, there are a number of possible reasons why:

- **Are you logged in as someone else?** Please look on the left-hand side of the page at the listed "Network ID," which should be your username or Guest Account email address. If you see something different, you are logged in as another user.
- **Was the eform request cancelled?** If the request was cancelled, you will no longer see it listed.
This eForm does not ask for specifics from the student. We need to know from the student’s academic advisor what substantiates a need for an I-20 extension. Because of this, there is no information from the student submission for you to review.

We understand that the information pertaining to estimated graduation date and credits required assume successful completion of coursework.

Additionally, please give us some details about why the extension was necessary.

If the situation is not adequately described above, please leave details in the comments section.

Submit when complete
Once you have submitted the eForm request, you should see the screen above. In addition, you should get an email such as the one below. In addition, you will get an email (example on page 5) once the request has been approved by OIA.

Thank you for submitting feedback on the extension request for [Student's name]. OIA will be reviewing the information as quickly as possible and notify the student of the decision. If you have additional questions, please contact advisor@iupui.edu.

Best,

OIA Advising Staff
Hi Student’s name,

Thanks for submitting your financial documents. I have approved and extended your I-20 for you. You can pick up the new document at the OIA front desk. Please be sure to sign it once you get it.

Best,

Casey Windhorst

International Student Advisor