OIA Visa Procurement Process

When you are ready to start the OIA process for international students in Slate, you need to execute the following steps:

1) The first thing you need to ensure is that your international student has an Admit/Attend decision and that the application is in the Admit bin.

2) Go the international student’s record in Slate. Click the ‘Financial’ tab.

3) Click edit at the bottom of the page and enter the total amount of support the student will receive from the division in the ‘FRS Amount’ field. Be sure to exclude the ‘$’ sign when entering the amount. If the student is receiving no aid, input the number ‘0.’ When the amount has been entered, click ‘Save.’

4) Once the FRS amount has been saved, the I20 will automatically be added to the student’s profile.

5) The student will be emailed a set of instructions on filling in the I20 form and will be instructed to login to their Slate account to fill out and submit the form.

6) Once the student has submitted their I20, their record will automatically go to the OIA bin and to OIA.

7) If some piece of information is missing, the application will be moved by OIA staff into the ‘Incomplete OIA bin and you will have the opportunity to collect any missing information. Once this is completed, submit the OIA checklist form again and move the record into the OIA bin. Step 7 will repeat until the visa credentials have been issued or the student’s visa request is denied.