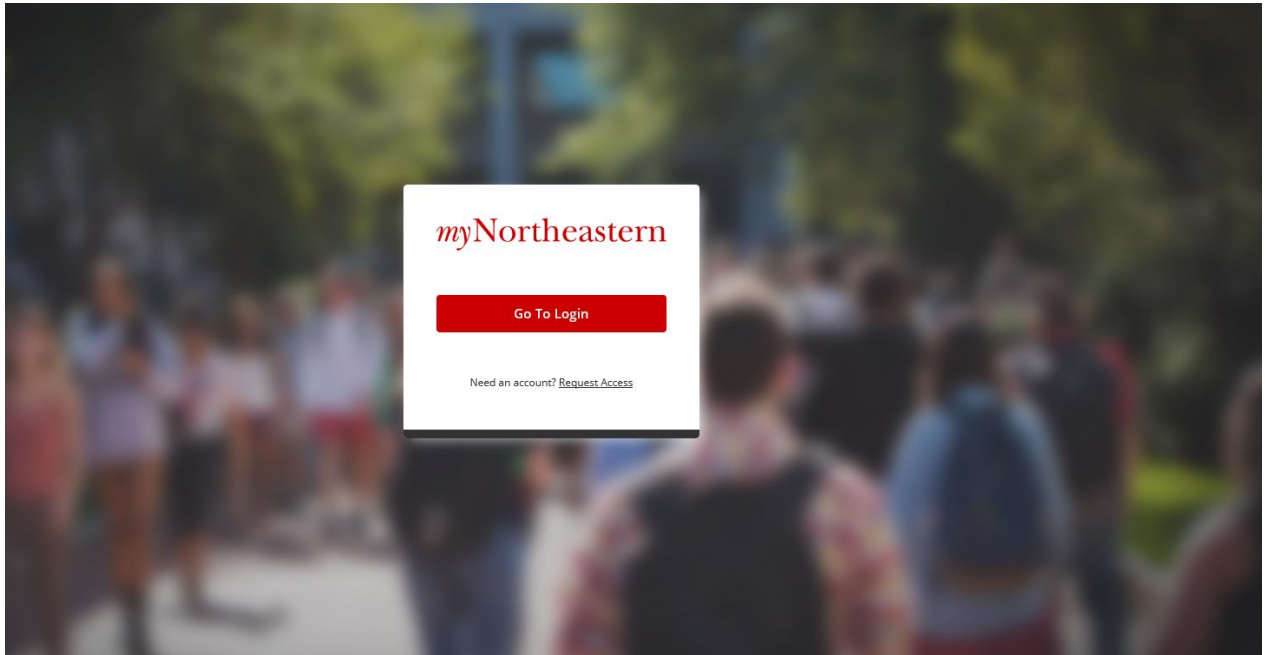Northeastern University

myOGS Guide for Students (BSIB Degree FALL18)

Submitting DS-2019 Requests through myOGS for J-1 exchange students

March 12, 2018

The first step in requesting your DS-2019 is to set up your **myNortheastern** credentials.

Please begin by going to https://my.northeastern.edu/, and click the link entitled **"Need an account? Request Access."**

On the next screen, click the **"Activate Account"** link found under the word **"Students.**

After reading the text on the next screen, click the **"Accept"** button.

Terms of Use

Use of myNortheastern services is subject to the terms of the Northeastern University Appropriate Use Policy for Computer and Network Resources. This policy is available online.

How to Register Your Choice

To accept myNortheastern services, click the "**Accept**" button. By clicking this button, you agree to accept the services described above, and to use them in compliance with the Appropriate Use Policy.
To decline myNortheastern services, click the "**Decline**" button. By clicking this button, you decline any services offered through myNortheastern.

Accept   Decline

On the next screen, named **"Account Self Registration: Account Activation,"** you will need to fill in some information to activate your **myNortheastern** account. When you are asked to enter your 5 Digit Zip Code, unless you have a five digit zip code, then enter **02115**.

You will also be prompted to enter the last four digits of your International ID. You will have received this information from your Northeastern University department. If you have lost this information, please contact your department to retrieve this information.

After completing all the information on the "Account Activation" page your **myNortheastern** account will be created. **Please note! It may take up to 24 hours until your myOGS account is then created.**

Account Self Registration

Account Activation

The following information will be used to verify your identity:

Last 4 Digits of your Social Security Number (or your International ID):

Your date of birth in format (mmddyy):

5 Digit ZIP code of your permanent address:

Your last name:

Please enter the password you would like associated with your myNortheastern account.For Faculty and Staff, please be aware the password specified will also be utilized for NUnet services (including Exchange/Outlook). The password is case sensitive, and must be at least 6 characters long.

Desired myNortheastern Password:

Confirm myNortheastern Password:

The challenge question and answer will be used to verify your identity should you need to reset your password. Please choose a question that has an answer that is hard to guess, and that only you will know. The challenge answer is case-sensitive. To create a more secure challenge answer, make a phrase that is nonsensical. Do not use birthdate, favorite color, nickname or other common information. Use a combination of upper and lower case characters. Your challenge answer cannot be identical to your challenge question. Remember, when resetting your password, the challenge answer must be entered in exactly the same case as it was created.

Example of challenge question: "What is my secret shame?"
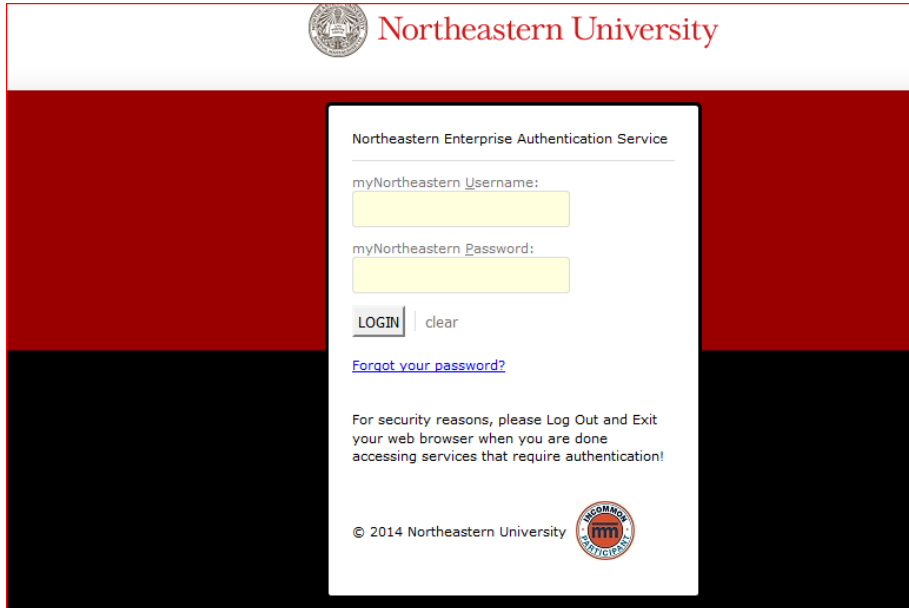Example of challenge answer: "EATING yellow flowers"

Challenge Question:

Challenge Answer:

Save   Cancel

When 24 hours has passed, you may log into the **myOGS** system to request your DS-2019.
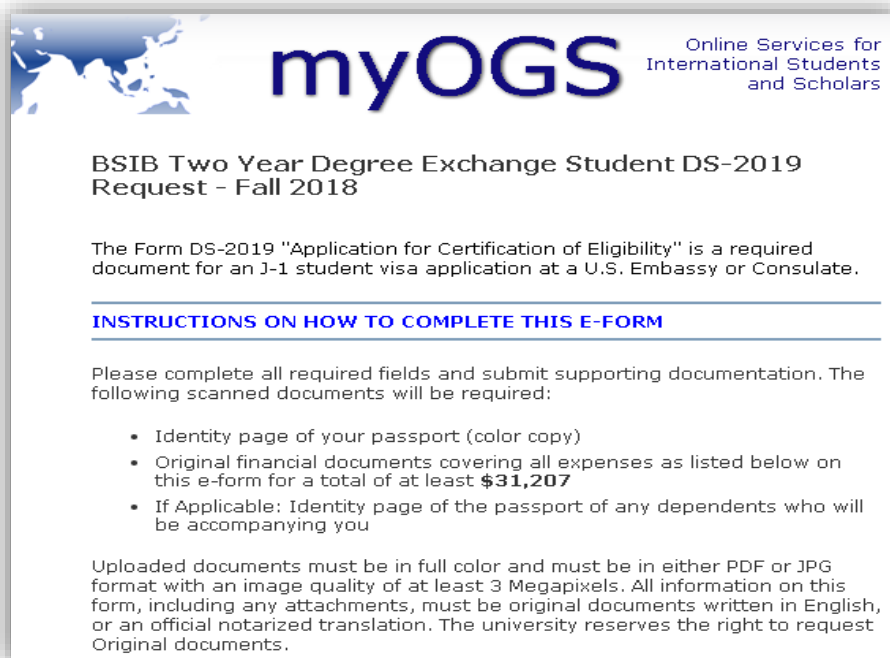
To access the e-form, begin by clicking on this link (BSIB Degree FL-18).

Next, you will be taken to a screen where you will be prompted to enter your **myNortheastern** credentials. If you happen to have forgotten your myNortheastern password, click the link on this screen to begin re-accessing or re-setting that information.

After you log on you will be taken directly to your DS-2019 Request E-Form.

In order to complete the E-Form, you will need to upload a color JPG or PDF image of the identity page of your passport. This is the page that contains your picture, as well as information such as your name and date of birth.

You will also need to upload the necessary financial documents to show that you have the funds to meet your expenses while at Northeastern University. This document must be in English. If you are submitting a bank statement, please know that it must be less than 9 months old at the time you will begin your studies at Northeastern. For example, if you are due to begin at Northeastern on **September 1, 2018**, then any financial statement you upload must be dated from **December 1, 2017 or later.**

If you have a sponsor who will support you financially (this can even be a family member), then you must attach a letter of support, in English, from your sponsor. You can find a sample letter on the university website by clicking here: Affidavit-of-Support-Sample

When you are done filling out the e-form, make sure to hit the **Submit** button at the bottom of the online form. If you are in the middle of filling out the e-form and realize you cannot complete it in one sitting, and need to return, you can save your place by scrolling to the bottom and clicking on the **Save Draft** button.

[Save Draft] [Submit]
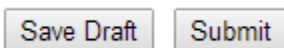
When you have successfully submitted your e-form, you will receive an automated email receipt in your husky.neu.edu student email account. The email will be sent from **Robin Cohen:** r.cohen@northeastern.edu. The email will have a subject line of **"receipt: DS-2019 Request Received"**. At this time the University will review your request, and contact you by email in case there are any questions about your request.

If you realize after submitting your request that you have made a mistake, or if the University contacts you and informs you that your request cannot be approved due to an error, then you can Cancel your request and begin again.

To do this, click on the same hyperlink (BSIB Degree FL-18) to access the e-form, and log in with your **MyNortheastern** username and password. You will now see the e-form you submitted. At this time, scroll to the bottom of the e-form and click the Cancel button. This will re-set the form to a blank state and you can begin again.

accurate and true. *

☑ All attachments on this form are true and original documents and have been uploaded in full color format and are at least 400dpi (dots per inch). *

☑ I understand that my financial obligations to Northeastern University are solely my responsibility. Furthermore, I will notify Northeastern University of any changes to my financial circumstances. *

Last Updated   02/19/2014 02:32 PM

* required fields   Submit   Cancel