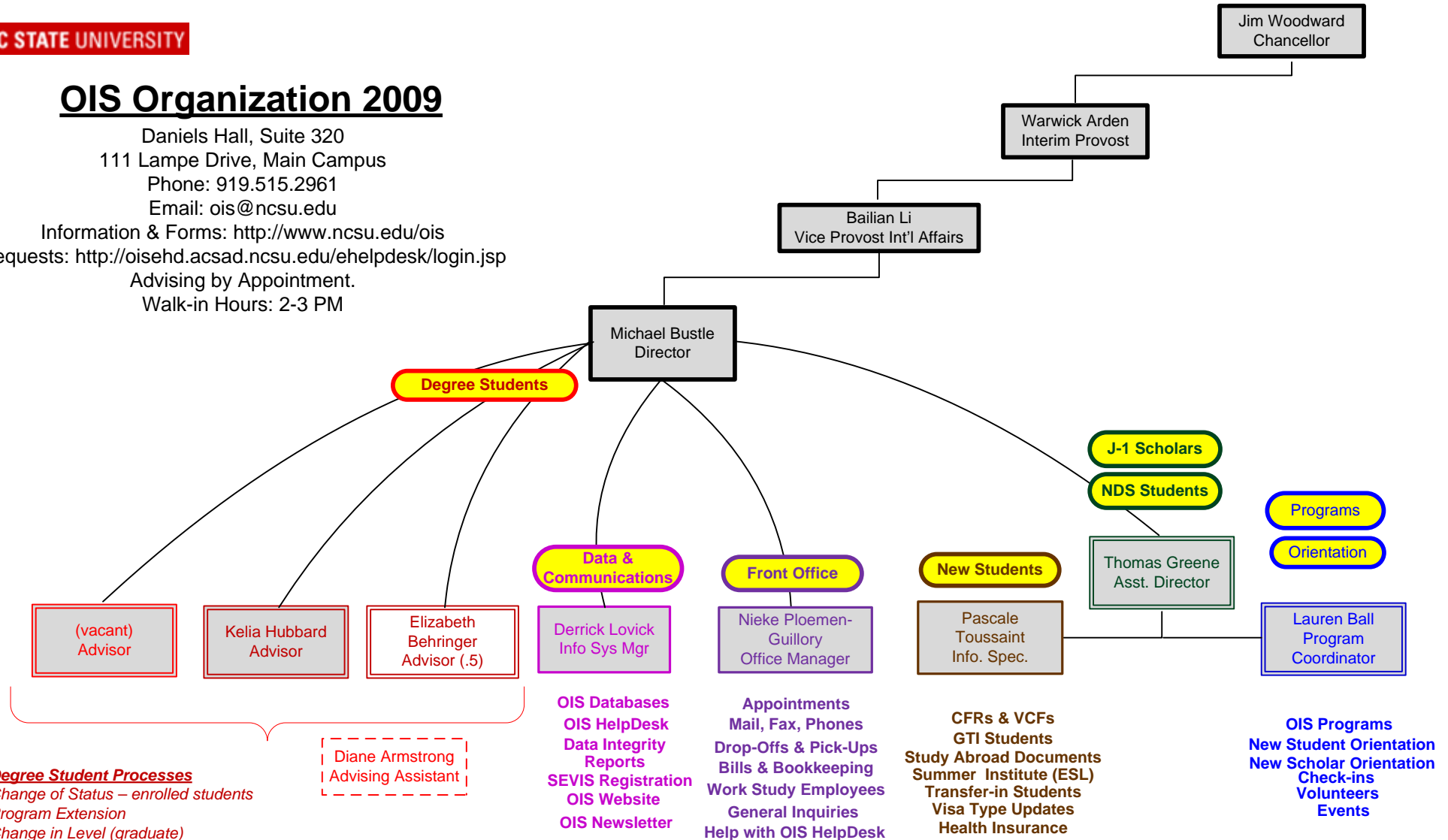


OIS Organization 2009

Daniels Hall, Suite 320
 111 Lampe Drive, Main Campus
 Phone: 919.515.2961
 Email: ois@ncsu.edu

Information & Forms: <http://www.ncsu.edu/ois>
 Requests: <http://oishd.acsad.ncsu.edu/ehelpdesk/login.jsp>
 Advising by Appointment.
 Walk-in Hours: 2-3 PM



Degree Student Processes

- Change of Status – enrolled students
- Program Extension
- Change in Level (graduate)
- Change in Curriculum (major)
- Personal Updates (name/address)
- Family/spouse Advising
- J-1 Student Academic Training (AT)
- Economic Need Based Employment
- J-1 On Campus Employment
- Reduced Course load (RCL)
- Transfer Out
- Termination
- Reinstatement
- Optional Practical Training (OPT)
- Curricular Practical Training (Co-op)(CPT)

Diane Armstrong
Advising Assistant

- Emergency Loans
- Deferred Inspection (I-515)
- Leave of Absence
- Withdrawal
- Concurrent Enrollment
- Co-majors/Minors
- Replace Lost Docs
- OPT Registration
- Re-admissions
- J-2 EAD

- OIS Databases
- OIS HelpDesk
- Data Integrity
- Reports
- SEVIS Registration
- OIS Website
- OIS Newsletter

- Appointments
- Mail, Fax, Phones
- Drop-Offs & Pick-Ups
- Bills & Bookkeeping
- Work Study Employees
- General Inquiries
- Help with OIS HelpDesk

- CFRs & VCFs
- GTI Students
- Study Abroad Documents
- Summer Institute (ESL)
- Transfer-in Students
- Visa Type Updates
- Health Insurance

- OIS Programs
- New Student Orientation
- New Scholar Orientation
- Check-ins
- Volunteers
- Events

Requests for visa documents, employment authorizations, and certain updates should be submitted through the OIS HelpDesk. General information, forms, and procedural handouts can be obtained from the OIS website. Advising is by appointment only. Walk-in hour for brief questions 2-3 PM.