Department DS

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REQUIRED DOCUMENTATION

Required for All requests:

- Official University Position Confirmation must cover specific dates (not needed for J-1 Student Intern)

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SUBMISSION INSTRUCTIONS

Placing pages 1-4 at the beginning; complete requests should be emailed as one PDF to DS2019Request@northwestern.edu

email subject: "LAST NAME, New/Extension, Start Date" (e.g., WILDCAT, New, 04/01/2024)

pdf file name: "DS2019Reg_LAST NAME, First Name" (e.g., DS2019Req_WILDCAT, Willie.pdf)

The department contact submitting the request will receive emails when the OISS received the request, if any additional information is needed, and w1 (e)20.9 (e)