How to Complete an Advisor’s Recommendation E-form

1. The student will submit the necessary e-form through ISSAlink.nd.edu. When they do, academic advisors receive the following template e-mail:

SAMPLE E-MAIL TO ADVISOR

From: issa@nd.edu [mailto:issa@nd.edu]
Sent: Tuesday, July 21, 2015 1:11 PM
To: rbronkem@nd.edu
Subject: Graduate F-1 Program Extension Request for [STUDENT NAME]

Dear Academic Advisor:

International Student and Scholar Affairs requests that you review/comment on the following request submitted to our office for [STUDENT NAME]. If you have any questions please contact International Student and Scholar Affairs at issa@nd.edu or (574) 631-3825. Thank you for your time and attention to this matter.

Please click on the link below (Graduate F-1 Program Extension Request) to respond to this request. Your e-mail address and password will auto-fill when you click on the link, so you will not need to manually enter the login information provided below.

Graduate F-1 Program Extension Request

Client Name: [STUDENT NAME]
Client ID Number: ******1122
Your Login ID: rbronkem@nd.edu
Your Password: 5B21A83-40

International Student and Scholar Affairs
2. Clicking on the link will bring you to the following page:

![ISSAlink Login](image)

3. Once you login, you’ll be taken to the e-form page. You’ll then need to enter the requested information. Questions with an * next to them are required questions. You must enter something in those fields or you will not be able to submit the form.
Undergraduate F-1 Program Extension Request

COMMENTS / REVIEW FOR UNDERGRADUATE F-1 PROGRAM EXTENSION REQUEST

I recommend that the student be allowed this additional time to complete the requirements for the degree program for the following reason:

- Changed major
- Unexpected research delays or problems
- Changed research topic
- Other

New Expected Date of Graduation

Please share any additional information or comments you may have concerning this request.

FINANCIAL INFORMATION

Please provide the actual dollar amounts for the fields below. ISSA is required to list this information on the new immigration document. If the department is not providing any funding, please list "0" in the appropriate fields.

The tuition costs for this extension period are:

The department will provide this amount as a tuition scholarship:

The department will provide this amount as a living stipend:

ADVISOR INFORMATION

Advisor's First & Last Name

Academic Department

Notre Dame E-mail Address

Campus Phone

* required fields

Please note: If you would like a copy of this recommendation for your records, please print this page before submitting the form.

Submit
When you press the submit button on the bottom of the form, then once more on the bottom of the subsequent cover page, the information is sent to ISSA for review. You will then receive a confirmation email from ISSA for your submission.