ISSS Portal Recommendations for Academic Advisors and Program Staff

International Student and Scholar Services is moving to an electronic system for student/scholar applications processed through our office. This includes applications for **Optional Practical Training**, **Curricular Practical Training**, **Form I-20 and DS-2019 Extensions**, and **Reduced Course Load for Last Semester**. To process some applications, we require further information and recommendation from the academic advisor. Until now, we have captured the academic advisor recommendation on our paper application forms. As we move forms to the new Terra Dotta Software, we will capture the advisor information/recommendation through an online form. Some of you may already be familiar with this process because the UConn Education Abroad office uses Terra Dotta Software for their student application recommendations.

**THE PROCESS**

**Step 1:** Students/scholars will complete an online application for the desired benefit on the ISSS website. In their application, they must “Request Electronic Recommendation”. They will search for their academic advisor by name in the UConn Directory Lookup.

**Step 2:** You (the recommender) will receive an email from international@uconn.edu with the subject line: Recommendation Request from Student Name for International Student and Scholar Services. The message indicates the type of application the student has submitted (in this example, CPT) and the student’s name and ID number. It also contains a link that you, the recommender, must click on to complete the recommendation form. You can copy the “Recommendation ID” from the message to paste into the recommendation form.
Step 3: The link will bring you to the Online Recommendation Submission. Paste the recommendation ID into the designated field, and copy the last name of the student from the recommendation email. Hit Validate.
Step 4: On the next screen, you can review the student’s name and application type, and answer questions related to the application benefit.

When you have answered the required and relevant questions, click the “Send” button at the bottom of the form.

A submission confirmation screen will appear.
Helpful hints:

1. If you have many international advisees, you can log in to the ISSS Portal to review all of your pending and completed recommendations. Visit isssportal.uconn.edu and login with your Net ID and password, or follow the link in one of the Recommendation email notifications to log in to your home page.

2. Students will select the academic advisor to whom the recommendation link is sent. If your academic advising is done primarily by program staff, and not the academic advisor on record, you may need to communicate to your students who they should list as recommender. At this time, we only accept recommendations from designated program staff for students in Graduate Business and Law programs. Otherwise, the recommendation request should be sent to the official academic advisor on record, or in the event of their absence, other advising staff from the same program (e.g. ACES staff advisors) or the Department Head.

Please send us your feedback as you use the form as a recommender. We will try to update questions and information on the recommendation forms as we are able to do so, based on your experience.

Thank you.