

## 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.

Record : New Recommendation

Request a recommendation or information from an individual with this form, to support your request/record with UConn International Student & Scholar Services. x

**User Search**

**UConn Directory Lookup:**  
To request a recommendation from a UConn staff or faculty member, enter the first/last name or email address of the person in this field and click on the 'Search' button.

Name or Email Keywords:

**Search >**

**Non-UConn Contact Entry:**  
To request a recommendation from an individual not at UConn, enter the first/last name, email address, and phone number of the person in the fields below and click the 'Add User' button.

First Name:  Last Name:  Email:

Phone:

**Add User**

**Step 2:** You (the recommender) will receive an email from [international@uconn.edu](mailto: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.

Reply Reply All Forward IM



Wed 1/23/2019 1:16 PM

international@uconn.edu

Recommendation Request from Rae L Alexander for International Student & Scholar Services

To Alexander, Rae

### International Student & Scholar Services - Recommendation Request

Greetings from UCONN International Student & Scholar Services.

The student below has indicated that you are their academic advisor or program director. They are applying for an immigration benefit from ISSS and we need you to confirm their academic information using the link below.

The following user has requested that you complete a recommendation for his or her record:

Name: Rae L Alexander  
Request/Record: Curricular Practical Training (CPT)  
(F-M)  
Term: Spring,2019

UConn Student ID Number

1231567

Additional information/comments from this user:

Please complete the recommendation for my CPT request to work as an academic intern at ISSS, for course ISSS 3453

To complete this recommendation, go to the link below and enter the following information:

URL: <https://issportal.uconn.edu/recommenders/>

Recommendation ID: 72027E366D61BE2C

Last Name of User: Alexander

You have the option of logging in as a user so that you can see all of your pending recommendation requests, view recommendations that you have created, and communicate more effectively with the office.

UConn NetID users, login here: <https://login.uconn.edu/cas/login?service=https://issportal.uconn.edu>

General non-UConn NetID login: <https://issportal.uconn.edu/index.cfm?FuseAction=Security.Login>

Thank you for your cooperation.

**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.

### Online Recommendation Submission

Please enter the recommendation ID number and the last name of the user that was included in the email that you received requesting that you submit a recommendation. ✕

**Recommendation Request Information:**

Recommendation ID:

Last Name:

**Step 4:** On the next screen, you can review the student’s name and application type, and answer questions related to the application benefit.

General Information:	
Recommender’s Name:	Rae Alexander
User Name:	Rae L. Alexander
Intended Program of Study:	Curricular Practical Training (CPT) (F-M)
Program Location:	
Year & term:	Spring, 2019

This user waived the right to read or obtain copies of this recommendation.  
All information submitted is *confidential*.

Academic Advisor Recommendation for CPT:
<b>Instructions:</b> Curricular Practical Training (CPT) is required for practical training, internships and/or employment that form part of the student’s degree program. Internships that are not part of a student’s degree program is not eligible for CPT, and students must seek alternate authorization to engage in the training. Please answer the following questions to help ISSS determine whether your advisee is eligible for CPT for the internship
(*) Indicates the question is required.
<b>1. Is the student ready to graduate? (*)</b> Note: if yes, they are not eligible for CPT. <input type="text" value="Please select one"/>
<b>2. CPT: What is the student’s anticipated degree completion date? (*)</b> <input type="text" value="mm/dd/yyyy"/>
<b>3. Will the student earn credit for the internship that will be included on the Plan of Study? (*)</b> If yes, please list course name (e.g. GRAD 6930) and number of credits.

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

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A submission confirmation screen will appear.

## Online Recommendation Submission

International Student & Scholar Services has received your submitted recommendation. ×

### Online Recommendation Submission

Thank you for using the online recommendation system. International Student & Scholar Services has received your submitted recommendation.

[Return](#)

### 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 [issportal.uconn.edu](http://issportal.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.

### My Recommendations

No pending recommendations exist.

#### Completed:

Nadine Boudissa	Request Authorization for Reduced Courseload (F-M) (Fall, 2018 ) - Signed: 07/27/2018
Rae L Alexander	Curricular Practical Training (CPT) (F-M) (Spring, 2019 ) - Signed: 01/23/2019

[View All Recommendations](#)

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.