Need to update your passport? Request a travel signature? Request a letter to your sponsor? Reduce your course load?

**Fill out an e-form on iNAU!**

What is an e-form?
An e-form is a form that you fill out online, at inau.nau.edu. An e-form is just like a paper form you’d get at the CIE, but it’s completely online! That means that you can do them from home, the process is faster, and the CIE doesn’t use as much paper (which means we get to be a greener office).

What kind of e-forms can I use?
The CIE is currently in the process of making new e-forms and updating old ones. It’s a big change that will be happening all semester, so the e-forms you can fill out are likely to change! The best way to see which e-forms you have access to is to go to inau.nau.edu.

How can I fill out an e-form?
**STEP 1: Go to inau.nau.edu**

**STEP 2: Click on the BLUE “LOGIN” button**

![Image of iNAU login page]

**STEP 3: Login with your NAU email (e.g. “abc123”) and password, just like you would log in to LOUIE.**

(Continued on back →)
STEP 4: Your e-forms are on the left-hand blue column on your iNAU homepage.

Note: There are different eforms depending on your immigration status (F-1, J-1, H-1B, etc.) You might not have the same e-forms as your friends, but don’t worry! There is nothing wrong with your iNAU home page.

STEP 5: Choose a form and fill it out!
Please make sure you only fill out e-forms that you need to fill out. Please be careful and make no mistakes when filling out an e-form.

STEP 6: ISSS will approve or deny your e-form.
When you submit an e-form, ISSS will get a copy of it. Depending on the type of e-form, your academic advisor, employer, etc. might also get a copy of the e-form to approve/deny. When you submit your e-form, you’ll get an email verifying that you submitted it. When your e-form is approved or denied, you’ll get an email telling you it’s been processed and why it was denied if it was denied.

What do I do if I’m having trouble filling out an e-form?
If you’re having trouble filling out an e-form, you can contact ISSS in any of the following ways:

- Email isss@nau.edu. Be sure to say which e-form you’re trying to fill out and what problem you have when filling it out.
- Call the ISSS Service Center Monday-Friday, 8:00AM-5:00PM at (928) 523-1520, and tell the ISSS Service Center Assistant which e-form you’re filling out and what problem you’re having.
- Come to the CIE Monday-Friday, 8:00AM-5:00PM, and you can fill out the e-form on a CIE computer. The ISSS Service Center will help you fill the e-form out.

Reminder: READ EVERYTHING ON AN E-FORM!
Often, an e-form will have a “confirmation checkbox,” which is a checkbox you click on confirming that you have read and agree to the text written. E-forms always stay in your Sunapsis record, so we can confirm what you have agreed to and understand!