

## ***International Hub Approver Guide – Request Review Process***

Overview .....	1
Invitation.....	1
Account Setup .....	1
Reviewing Requests.....	2
Technical Support .....	3
Frequently Asked Questions.....	3

### **Overview**

The Office of International Programs & Services (OIPS) and Office of International Admissions is pleased to announce that the International Hub is now live and serving as the central platform for student requests.

Students may require approval from Academic Advisors or Training Organizations as part of certain requests. This guide explains what to expect when you are designated as an approver.

### **Invitation**

When a student adds you as an approver in a request from the International Hub, you will receive an email invitation from the system. Open the email and select **Accept Invitation** to begin the setup process.



Dear Approver,

Jones, Grace, is an international student at George Mason and has submitted a request that is ready for your review. Click on the link below to see further details and to approve or deny the request.

**Details**

**Student First Name:** Jones

**Student Last Name:** Grace

**Student Email:** [TDTest.Active.01@outlook.com](mailto:TDTest.Active.01@outlook.com)

**Student G #:** G00000

[Review & Approve](#)

## Account Setup

After accepting the invitation, you will be directed to the International Hub login page to complete your account setup and create your password. In some cases, you may first be prompted to enter your email address. If so, enter your email address in all lowercase letters and select Next to proceed to the password setup page. Once your password is created and confirmed, you will be able to access the International Hub portal.

The image shows two screenshots of a web application's account setup process. The first screenshot, titled "Welcome to George Mason's Staging Site", features an "Email" input field with a red border and a "Next" button. A red error message "Email is required" is visible below the field. A "Forgot your Password?" link is at the bottom. The second screenshot, titled "Create Password", shows a "Password" input field with a red error message "Field is required" below it, and a "Password Confirm" input field. A "Create Password" button and a "return to login" link are at the bottom.

## Reviewing Requests

After logging in, you will see a list of requests assigned to you.

Each row represents a request that requires your review. To open a request, select the **eye icon** in the Action column.

## Responses

Profile	Request Type	Request Status	Request Date	Last Updated	Last Updated By	Action
GJ [redacted]	F-1: CPT Application Form	Pending	06/29/2026	06/29/2026	Nawid Ahmad Noori	

Show rows: 50 (of 1)   <<   ← Previous   Go to Page 1 of 1   Next →   >>

Inside the request, you will be able to review submitted information such as applicant details, program information, and any required form responses.

Depending on the request type, you may be required to complete or confirm specific fields before submitting your response.

After reviewing the request, you may:

- **Submit response** – Approve and finalize the request
- **Decline response** – Reject the request
- **Save edits** – Save your progress and return later before submitting a final decision

Note: If you receive an error when submitting a response, ensure all required fields are completed before trying again.

[← Back to Pending Requests](#)

### F-1: CPT Application Form



**GJ**

SEVIS Status: Initial F-1

SEVIS ID:      SEVIS Site

Program Start Date: 05/04/2026      Program End Date: 12/31/2031

Education Level: Bachelor's      Major Code 1: 52.0101 - Business/commerce, General

Major Code 2: 00.0000 - None      Minor Code: 00.0000 - None

> CPT Placement Information | 1/3

▼ Academic Department Information | 2/3

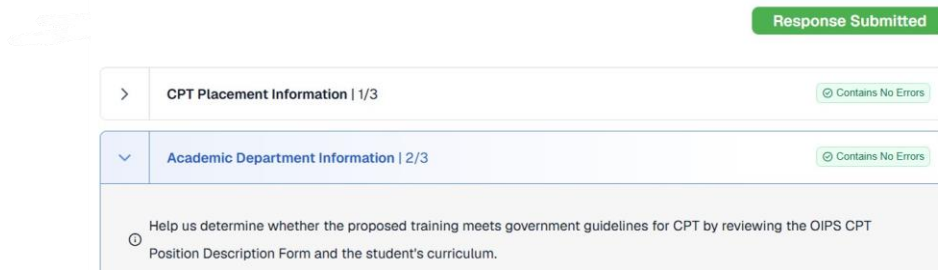
Help us determine whether the proposed training meets government guidelines for CPT by reviewing the OIPS CPT Position Description Form and the student's curriculum.

Academic Advisor/Department Chair/Dean/Internship Coordinator \*

First Name \*

If you submit a response successfully, a green confirmation message will appear at the top of the screen indicating:

**“Response submitted”**



Response Submitted

> CPT Placement Information | 1/3 Contains No Errors

Academic Department Information | 2/3 Contains No Errors

Help us determine whether the proposed training meets government guidelines for CPT by reviewing the OIPS CPT Position Description Form and the student's curriculum.

## Technical Support

If you encounter any technical issues while accessing or submitting a request, please contact [OIPStech@gmu.edu](mailto:OIPStech@gmu.edu) for assistance. To ensure timely support and resolution, please include the following information in your email:

- A detailed description of the issue encountered
- Screenshots of any error messages or affected pages
- The specific stage of the process where the issue occurred (e.g., login, request review, approval submission, etc.)

## Frequently Asked Questions

### Access – What should I do if I do not receive the invitation email?

Please first confirm with the student that you were correctly assigned as an approver and that your email address was entered accurately. If the information is correct and the invitation is still not received, please have the student contact [OIPStech@gmu.edu](mailto:OIPStech@gmu.edu) for assistance.

### Navigation – How do I return to the request list after reviewing a request?

Select **“Back to Pending Requests”** located in the upper-left corner of the request page.

### Edits – Can I modify my response after it has been submitted?

Once a response has been submitted, it cannot be edited. If a correction is required, please contact [OIPStech@gmu.edu](mailto:OIPStech@gmu.edu) for further assistance.

### Fields – How are required fields identified in the system?

Required fields are indicated by a red asterisk (\*). If a required field is not completed, the

system will display an error upon submission and highlight the specific fields that must be completed before proceeding.

### **Troubleshooting – What should I do if I forget my password or cannot log in after setup?**

If you forget your password, select the **“Forgot Password”** option on the login page. A password reset link will be sent to your email address. If you continue to experience login issues after resetting your password, please contact [OIPStech@gmu.edu](mailto:OIPStech@gmu.edu) for assistance.

### **Workflow – Can I delegate or transfer a request to another approver if I am unavailable?**

No. Requests cannot be delegated or transferred after they have been submitted. If a different approver is needed, the student must submit a new request and designate the appropriate approver during the submission process.

### **Workflow – What happens if a request requires multiple approvers?**

Some requests require multiple approvers to complete their sections in a specific order. In these cases, a later approver may not be able to access or complete their portion of the request until the previous approver has submitted their response. For example, in certain CPT requests, the Training Organization section remains unavailable until the Academic Advisor has completed and submitted their review.