

# Online Legal Document Check-In on ISS Portal

International Student and Scholar Services

## Step 1: Update Your US Address

**You must provide your U.S. Address upon arrival in the United States. Failure to do so may result in termination of your visa record.**

**Update the Mailing Address field in Campus Connect to do so:**

1. Log into Campus Connect: <https://campusconnect.depaul.edu/>.
2. Go to Personal Information
3. Go to Addresses
4. Edit the Mailing Address field
5. Make sure you format the address as shown in our address update guide: [https://offices.depaul.edu/global-engagement/student-resources/student-services/Documents/Updating\\_Your\\_Address\\_2.13.24.pdf](https://offices.depaul.edu/global-engagement/student-resources/student-services/Documents/Updating_Your_Address_2.13.24.pdf).

### **Important Notes:**

- If you are currently living in a temporary accommodation, you can use that address for the check-in. Once you find a permanent accommodation, update your Mailing Address in Campus Connect within 10 days of your address change.
- Make sure you are updating the Mailing Address field, NOT the home, diploma, or other address fields.
- Do not use a foreign address; it must be an address in the United States.



## Step 2: Upload Your Documents

Once you have updated your U.S. Address in Campus Connect, you must upload your immigration documents in the ISS Portal.  
**Failure to complete this step may result in the termination of your visa record.**

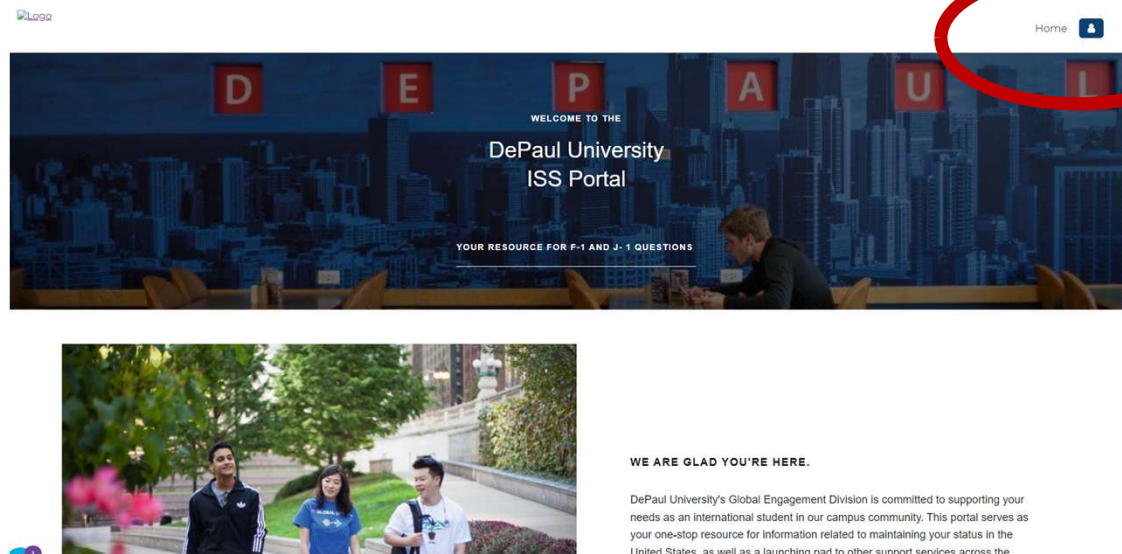
Please Note:

- The ISS Portal is a separate website from Campus Connect.
- You need a Blue Key to log into the ISS Portal. If you do not have one, create one here: <https://bluekey.depaul.edu/>
  - If you have any problems with your Blue Key, contact the DePaul Help Desk at 312-362-8765 or [helpdesk@depaul.edu](mailto:helpdesk@depaul.edu).
- **If you are NOT a J-1 student, transfer-IN student, or a student with dependents, the only document you need to upload is your most recent I-94 record.**
- If you ARE a J-1 student, transfer-IN student, or a student with dependents, follow the instructions in the portal to know which documents you need to upload.
- Once your check-in is complete, please wait patiently. If there is a problem with your check-in, your ISS advisor will contact you. **If you do not hear from your ISS advisor, it means your check-in has been approved.**



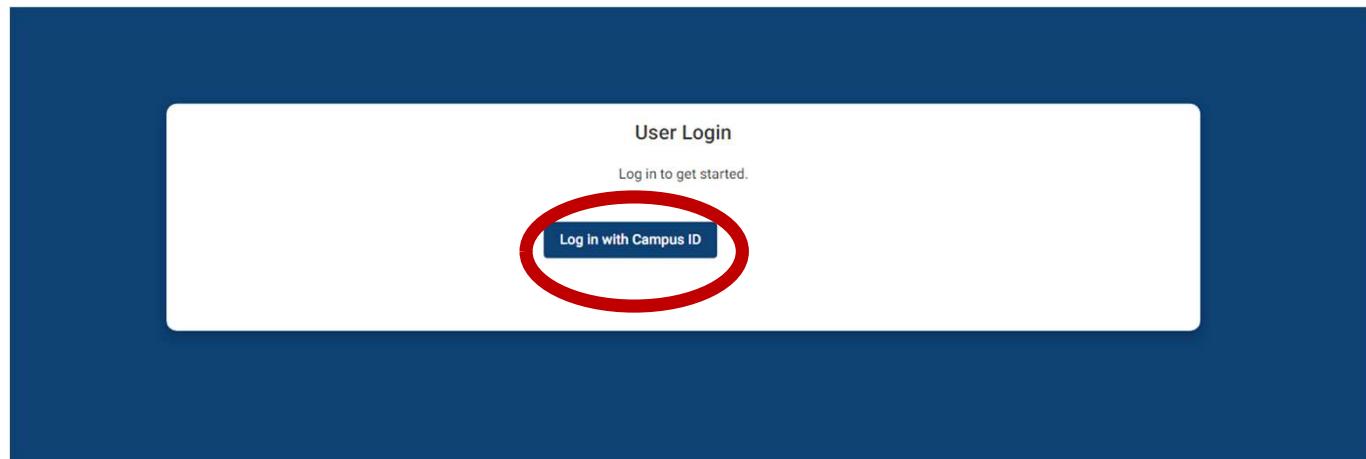
# Uploading Your Documents

Go to <https://intlportal.depaul.edu/portal/>. Click on the blue icon in the upper right corner.



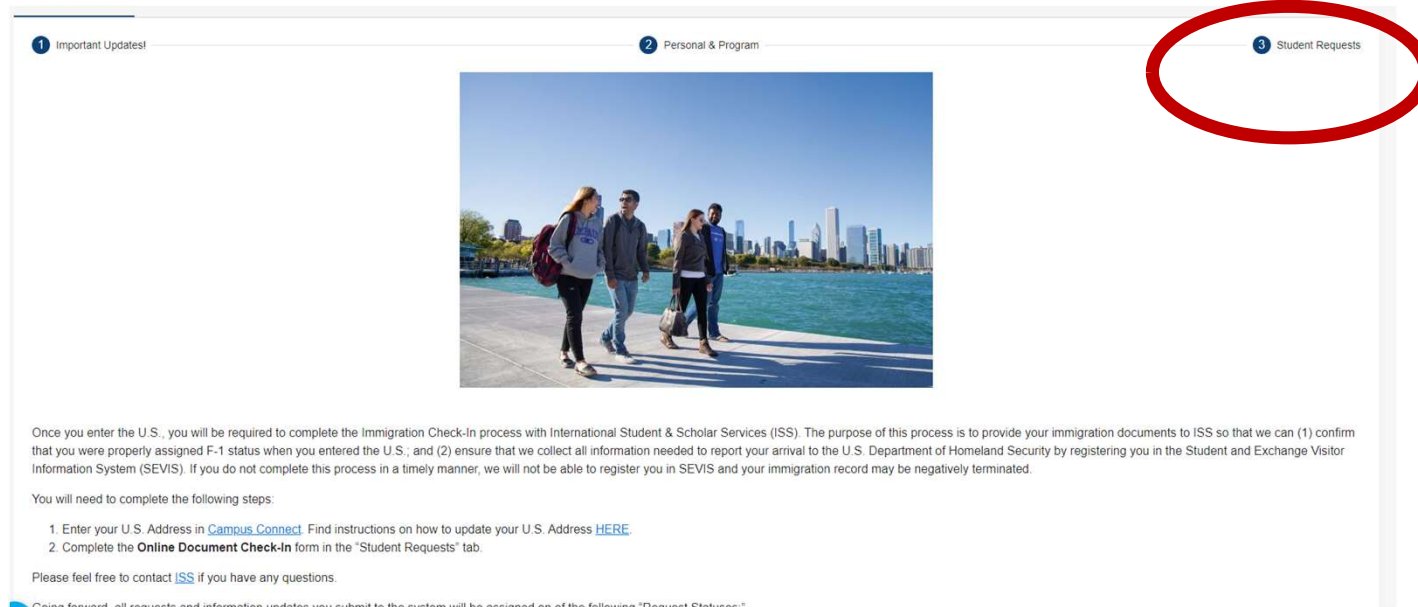
## Uploading Your Documents

Select Campus Login/Login with Campus ID. This will direct you to input your Blue Key login credentials. If the portal gives you the option to provide a username and password INSTEAD of selecting Campus Login, do not do so; you must select Campus Login.



# Uploading Your Documents

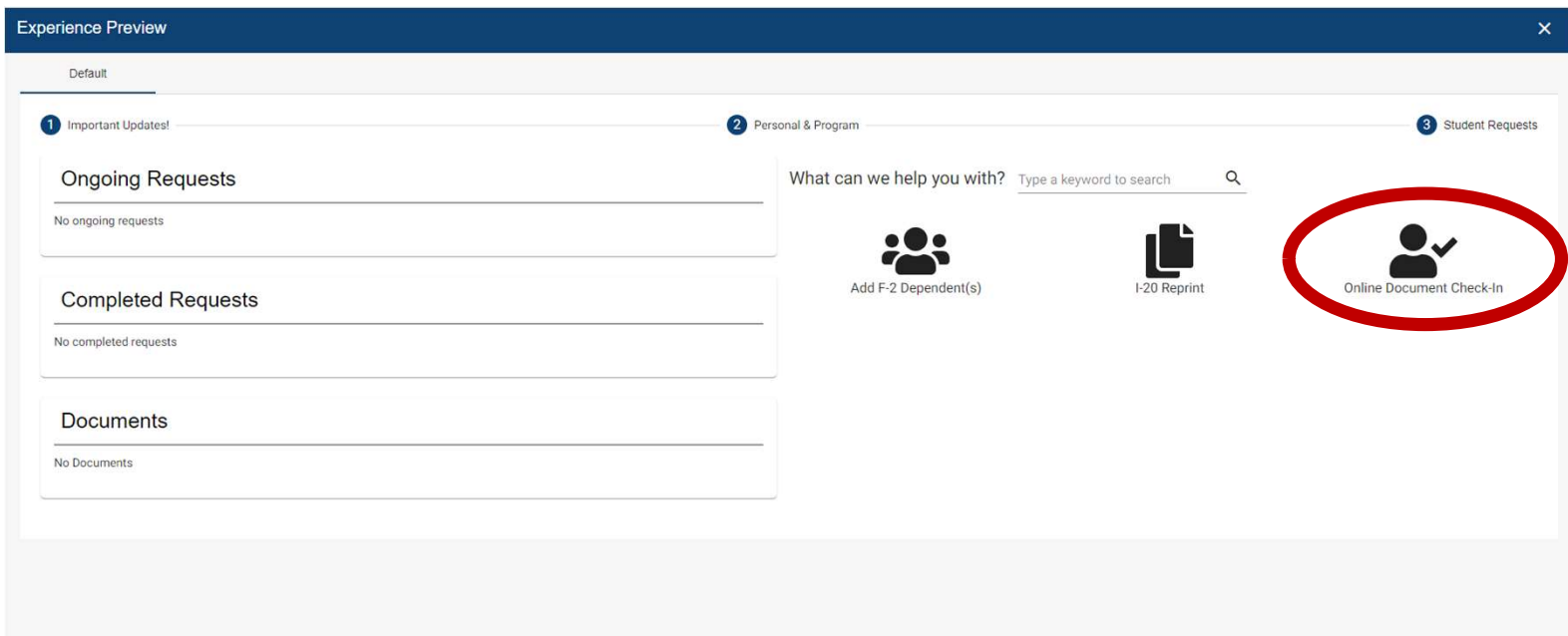
Once you are logged in, select Step 3: Student Requests. If you are using a phone, this button may be cut off– use a computer instead if you have that problem.





# Uploading Your Documents

Select Online Document Check-In.



# Uploading Your Documents

Read the form instructions carefully. Reminder: if you are NOT a J-1 student, transfer-IN student, or student with dependents, you only need to do what is in the red box here.

Online Document Check-In Print ×

**Instruction:** All students who receive a SEVIS I-20 or SEVIS DS-2019 from DePaul University must complete an online legal document check-in after arrival in the U.S. **Please complete your check-in AFTER you arrive in the U.S. but BEFORE your program start date (see your I-20 or DS-2019).** If you do not successfully complete your immigration document check-in, an automatic registration hold will be placed on your student account on your program start date. If all your documents are complete your ISS class registration hold will be removed from your student account within 2 business days. If there is anything missing or the uploaded document is not readable, you will receive an email from [iss@depaul.edu](mailto:iss@depaul.edu).

If you have any questions, call ISS at 312-362-8376 or email at [iss@depaul.edu](mailto:iss@depaul.edu).

**BEFORE you begin check-in, be sure you have updated your US address in [Campus Connect](#). Instructions are found [here](#).**

**ALL students must upload:**

- Copy of electronic [I-94 Record](#)

**TRANSFER students must also upload:**

- Previous school's I-20 or DS-2019

**J-1 students must also upload:**

- Proof of Health Insurance

**Students with DEPENDENTS must also upload:**

- Each Dependent's:??????
  - Passport Bio Page
  - F-2 or J-2 Visa and Entry Stamp
  - Copy of electronic [I-94 Record](#)

All documents must be clear, complete, and in one of the following formats: JPEG, JPG, GIF, PDF, PNG, or TIF. The images you upload can be scans or high quality digital photos from your



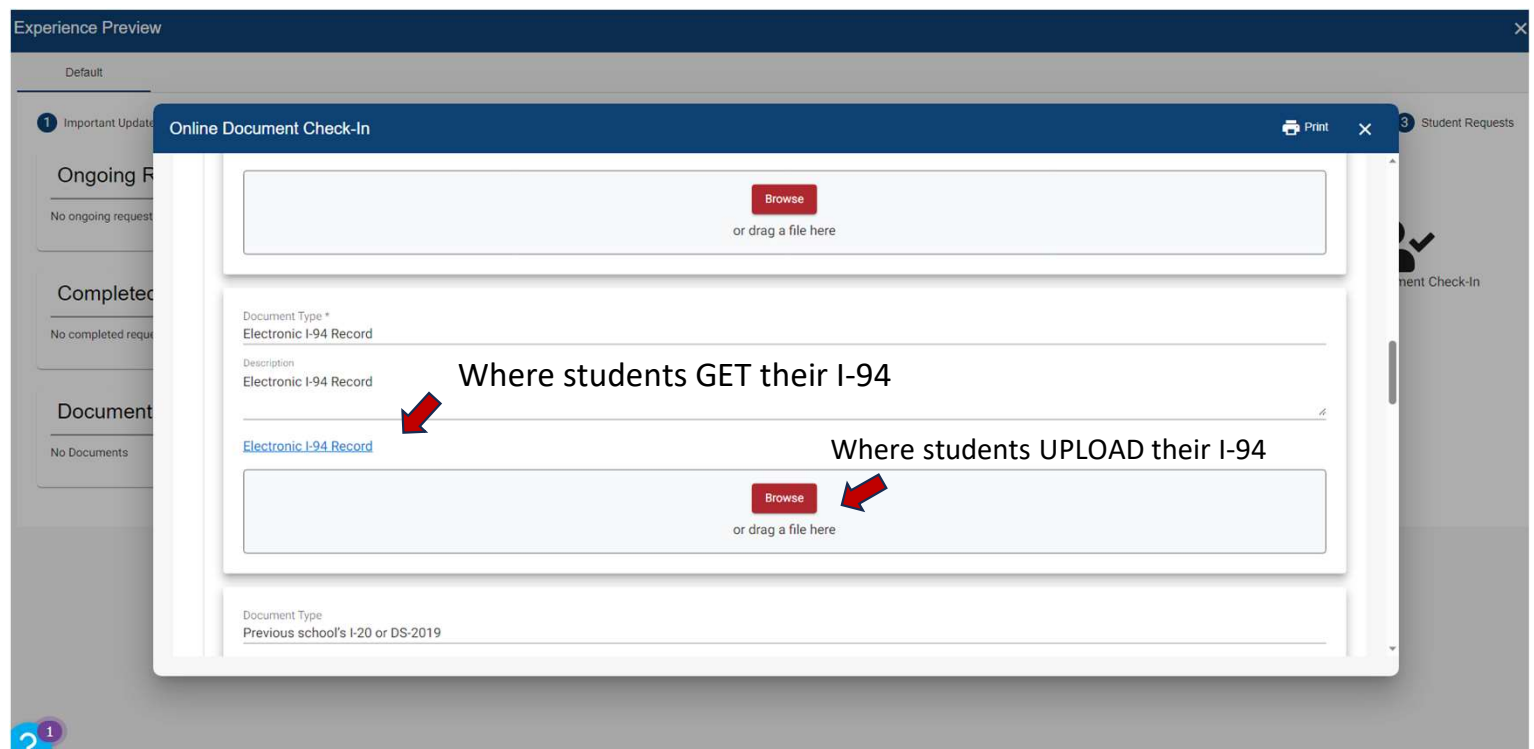


# Uploading Your Documents

If you do not have your I-94 yet, click on the link shown in the form to look it up in the federal database.

If the federal form asks for your “Document Number,” it is just your passport number.

Once you get the I-94 pdf document, upload it by clicking the button shown here.



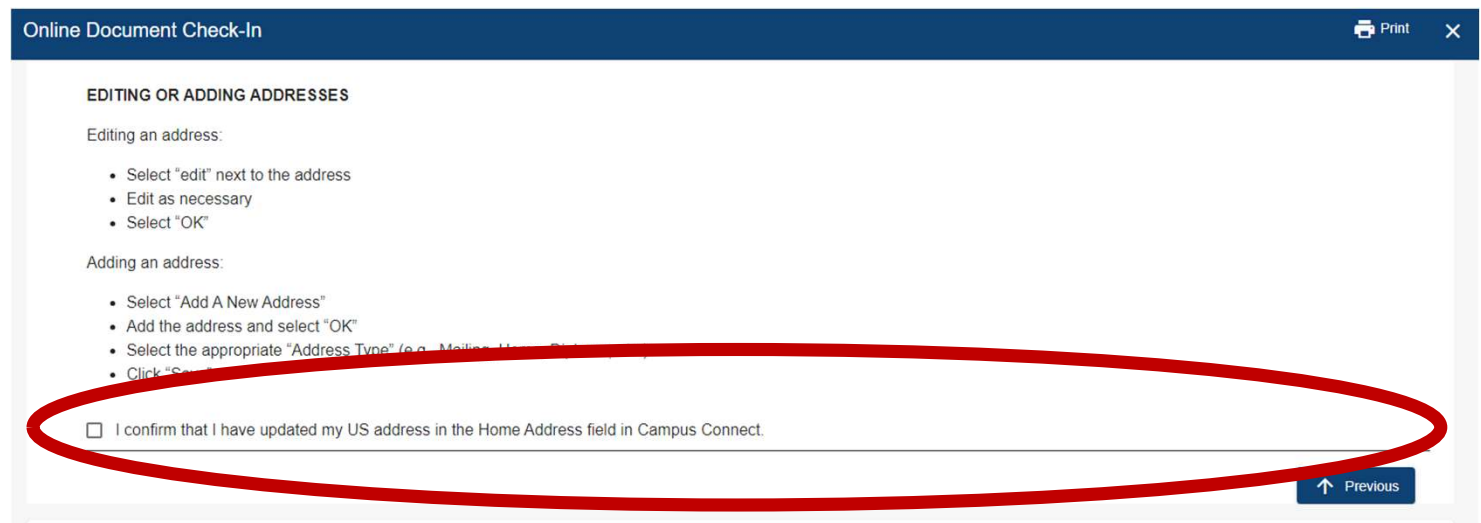
The screenshot shows a web application window titled "Experience Preview" with a sidebar on the left containing sections: "1 Important Updates", "Ongoing Requests" (with "No ongoing requests"), "Completed Requests" (with "No completed requests"), and "Documents" (with "No Documents"). The main content area is titled "Online Document Check-In" and includes a "Print" button. The form contains two sections. The first section has a "Browse" button and the text "or drag a file here". Below this, it asks for "Document Type \*" with the value "Electronic I-94 Record" and a "Description" of "Electronic I-94 Record". A red arrow points to a blue link labeled "Electronic I-94 Record" with the annotation "Where students GET their I-94". The second section also has a "Browse" button and the text "or drag a file here", with a red arrow pointing to it and the annotation "Where students UPLOAD their I-94". At the bottom, it asks for "Document Type" with the value "Previous school's I-20 or DS-2019".



## Uploading Your Documents

Once your documents are uploaded, click the blue Next button on the bottom right and proceed to the address section. At the bottom of the address section you need to confirm you updated your address.

After confirming, submit the request.



The screenshot shows a web form titled "Online Document Check-In" with a "Print" button and a close "X" icon in the top right. The main heading is "EDITING OR ADDING ADDRESSES". Below this, there are two sections: "Editing an address:" and "Adding an address:". Each section contains a bulleted list of instructions. At the bottom of the form, there is a confirmation checkbox and a "Previous" button with an upward arrow icon.

**Online Document Check-In** Print X

**EDITING OR ADDING ADDRESSES**

Editing an address:

- Select "edit" next to the address
- Edit as necessary
- Select "OK"

Adding an address:

- Select "Add A New Address"
- Add the address and select "OK"
- Select the appropriate "Address Type" (e.g., Mailing, Home, Secondary, etc.)
- Click "Save"

☐ I confirm that I have updated my US address in the Home Address field in Campus Connect.

↑ Previous



## Common Questions

*I got a red error message when I tried to log into the ISS Portal. What should I do?*

Email [iss@depaul.edu](mailto:iss@depaul.edu) and let us know. We will need your DePaul ID number to fix the problem.

*I submitted my check-in a few days ago and it is not listed as Complete in the ISS Portal yet. Is there something wrong with my check in?*

If your advisor has not emailed you stating there is something wrong with your check-in submission, they either have not reviewed it yet or the check-in is approved. You should not need to contact anyone for updates, but if it will give you peace of mind, you can ask your advisor for an update via email.

*When I try to look up my I-94, it says “no record found.” What do I do?*

Email [iss@depaul.edu](mailto:iss@depaul.edu) and let us know.

