# J-1 Document Request Form

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<tr>
<th>Family Name (Last Name)</th>
<th>Given Name (First Name)</th>
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<tr>
<td>Date of request</td>
<td>Student ID number</td>
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<tr>
<td>E-mail address</td>
<td>Phone Number</td>
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**Please check the box next to your program/college:**
- □ CDM (College of Computing and Digital Media)
- □ Driehaus College of Business
- □ School of Education
- □ The Theatre School
- □ SNL (School for New Learning)
- □ KGSB (Kellstadt Graduate School of Business)
- □ LA&S (College of Liberal Arts and Sciences)
- □ College of Science and Health
- □ College of Law
- □ School of Music
- □ ELA (English Language Academy)

**Please check one:**
- □ I would like to pick up the document(s) requested.
- □ Please mail the document(s) requested to my U.S. address specified in Campus Connection.
- □ Please ship my document(s) to me by FedEx or DHL. I understand that I will be responsible for the shipping charges. (Please use instructions provided by ISS and visit [http://study.eshipglobal.com](http://study.eshipglobal.com)).

I understand that the letter I am requesting may contain personal information including my legal status and address(es). I understand that in order for my request to be processed, **ALL** of my address information in Campus Connection (Home, Mailing and Permanent) must be complete. I consent to having ISS mail the requested document(s) directly to my U.S. address specified in Campus Connection unless I opt to pick it up in person (by checking the appropriate section in box below). In order to pick up the document(s) in person, I understand that I will need to present my student ID card as proof of identity.

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**Letter(s) Requested** – Available after 1 p.m. **three business days** from date of request
- □ Letter to verify J-1 student status
- □ Letter to open a bank account
- □ Letter to obtain a social security number
- □ Letter to assist in renting an apartment – for financial verification and/or reference purposes only
- □ Graduation Invitation Letter- for inviting friends and family to attend graduation ceremony (see p.2)

**Travel Signature Requested** – Available after 1 p.m. **next business day** from date of request
- □ Signature for SEVIS DS-2019

**Immigration Document Requested** – Available after 1 p.m. **one week** from date of request
Please note this is only to replace lost forms or to make changes to your current immigration school documents. If you have not yet received a SEVIS I-20 or a SEVIS DS-2019 for admission to DePaul University, please speak to the ISS front desk.
- □ SEVIS DS-2019 to replace lost DS-2019 (for J visa status holders)

**Other Requests** – ISS will notify student when request is processed
- □
INVITATION LETTER(S) REQUESTED – Available after 1 p.m. three business days from date of request

To receive an invitation letter for graduation complete the first part of this request and provide one of the following:
- □ BOTTOM PORTION COMPLETED BY ACADEMIC ADVISOR
- □ COPY OF A DIPLOMA
- □ LETTER CONFIRMING GRADUATION
- □ APPLIED FOR POST-COMPLETION OPT

Please indicate if each visitor will need a separate letter or if all can be included in one letter.
- □ Individual invitation letters
- □ Combined letter with all visitor information

VISITOR INFORMATION (Please print clearly. For additional guests please attach a separate sheet to this request):

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Instructions for Academic Advisor

The student named above has indicated that he/she will be completing degree requirements and graduating shortly. In order to provide this student with an invitation letter for graduation, we request the following information from you:

Date of Program Completion: __________________________

Please check as appropriate:
- □ Student applied for degree conferral and will able to participate in commencement ceremony 2015

Signature of Academic Advisor __________________________ Name (print) __________________________ Date __________

Please note that your document request cannot be processed without this information and necessary documentation.