



Types of Letters:

F-1 Students may request letters online in Campus Connect by following the instructions below.

- “F-1 Verification”: Letter verifying F-1 student status
- “Bank”: Letter to open a bank account
- “Rental Reference”: Letter to assist in renting an apartment – for financial verification purposes only
- “Graduation”: Invitation letter for inviting friends and family to attend the June graduation ceremony
(*may require additional documentation*)

Instructions to request a letter:

1. Login to <https://campusconnect.depaul.edu> by using your Campus Connection ID and password.
2. Click on Menu>Student Resources>Student Services>ISS Forms Request
3. Select letter type and submit
4. If you requested a Graduation Letter, our office will use your graduation application in Campus Connection or your post-completion OPT application to verify your upcoming graduation. If you have not applied for one of these, then you need to ask your academic advisor to confirm your graduation date by sending an email directly to iss@depaul.edu.

Instructions to Print/Download a letter:

1. Two business days after your complete request is submitted, log into Campus Connect and return to Menu>Student Resources>Student Services>ISS Forms Request>View Previous Requests
2. Click on Manage Requests and then click View PDF. A copy of your letter should appear. If it does not make sure that your browser allows pop-up windows.
3. Print directly from Campus Connect or save the letter to your computer.

Instructions to request an official transcript:

1. Login to <https://campusconnect.depaul.edu> by using your Campus Connection ID and password.
2. Click on Menu>Self Service>Academic Records>Request Official Transcript.
3. Read all delivery options then click Order Electronic (PDF) or Express Delivery Transcripts to start your order.