



\_\_\_\_\_  
**Family Name (Last Name)**

\_\_\_\_\_  
**Given Name (First Name)**

\_\_\_\_\_  
**Date of request**

\_\_\_\_\_  
**Student ID number**

\_\_\_\_\_  
**E-mail address**

\_\_\_\_\_  
**Phone Number**

**PLEASE CHECK THE BOX NEXT TO YOUR PROGRAM/COLLEGE:**

- |                                                                       |                                                                      |
|-----------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> CDM (College of Computing and Digital Media) | <input type="checkbox"/> LA&S (College of Liberal Arts and Sciences) |
| <input type="checkbox"/> Driehaus College of Business                 | <input type="checkbox"/> College of Science and Health               |
| <input type="checkbox"/> School of Education                          | <input type="checkbox"/> College of Law                              |
| <input type="checkbox"/> The Theatre School                           | <input type="checkbox"/> School of Music                             |
| <input type="checkbox"/> SNL (School for New Learning)                | <input type="checkbox"/> ELA (English Language Academy)              |
| <input type="checkbox"/> KGSB (Kellstadt Graduate School of Business) |                                                                      |

**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>).

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.

**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

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

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Family Name	First Name	Relationship
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Family Name	First Name	Relationship
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Family Name	First Name	Relationship
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Family Name	First Name	Relationship
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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

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Signature of Academic Advisor

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Name (print)

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Date

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