



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 OISS 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 the OISS 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 OISS receptionist.

- SEVIS DS-2019 to replace lost DS-2019 (for J visa status holders)

OTHER REQUESTS – OISS 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):

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

Signature of Academic Advisor

Name (print)

Date

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