INTERNATIONAL STUDENT AND SCHOLAR SERVICES

J-1 DOCUMENT REQUEST FORM

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:

☐ CDM (College of Computing and Digital Media) ☐ LA&S (College of Liberal Arts and Sciences)

☐ Driehaus College of Business ☐ College of Science and Health

☐ School of Education ☐ College of Law

☐ The Theatre School ☐ School of Music

☐ SNL (School for New Learning) ☐ ELA (English Language Academy)

☐ 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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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.*