



**Updating Your Contact Information in Campus Connect**

CampusConnect.DePaul.edu

Main Menu → Self Service → Personal Information

CATEGORY	INSTRUCTIONS																														
<b>Home Address</b>	<ul style="list-style-type: none"> <li>Your home address must be the physical location where you reside (i.e., sleep) <u>in the U.S.</u> <ul style="list-style-type: none"> <li>This <u>cannot</u> be a Post Office box or other location where you do not physically live.</li> </ul> </li> <li>If you cannot receive mail at your home address, you may create a separate mailing address.</li> <li>Your home address must comply with the following guidelines:           <ul style="list-style-type: none"> <li>Use correct spelling and abbreviations (e.g., St, Ave, Blvd, Ln, Apt, etc.).</li> <li>If applicable, use the appropriate street directional (e.g., N, S, E, W, NE, etc.).</li> <li>Enter address components in the correct line and in the correct order.</li> <li>Do not forget to include the correct street suffix (e.g., St, Rd, Blvd, Ave, etc.)</li> <li>Use all upper case letters and do not use periods.</li> </ul> </li> <li>The following are examples:           <table border="1" style="margin-left: 40px; margin-top: 10px;"> <thead> <tr> <th></th> <th><u>Template</u></th> <th><u>Correct</u></th> <th><u>Incorrect</u></th> <th><u>Incorrect</u></th> </tr> </thead> <tbody> <tr> <td><b>Address 1:</b></td> <td>STREET ADDRESS</td> <td>1234 N MAIN ST</td> <td>1234 main, apt. 1</td> <td>Apt 1</td> </tr> <tr> <td><b>Address 2:</b></td> <td>UNIT NUMBER</td> <td>APT 1</td> <td></td> <td>1234 NMainSt</td> </tr> <tr> <td><b>City:</b></td> <td>CITY</td> <td>CHICAGO</td> <td>Chgo</td> <td>CHI</td> </tr> <tr> <td><b>State:</b></td> <td>STATE</td> <td>ILLINOIS</td> <td>Illinois</td> <td>ILL</td> </tr> <tr> <td><b>Zip Code:</b></td> <td>ZIP CODE</td> <td>12345</td> <td>00000</td> <td>123</td> </tr> </tbody> </table> </li> </ul> <p>It is critical that you enter your home (U.S.) address correctly. Entering an invalid address may result in delays of immigration benefit requests (e.g., employment authorizations). If in doubt, verify your address at: <a href="https://tools.usps.com/go/ZipLookupAction_input">https://tools.usps.com/go/ZipLookupAction_input</a> (web address is case sensitive).</p>		<u>Template</u>	<u>Correct</u>	<u>Incorrect</u>	<u>Incorrect</u>	<b>Address 1:</b>	STREET ADDRESS	1234 N MAIN ST	1234 main, apt. 1	Apt 1	<b>Address 2:</b>	UNIT NUMBER	APT 1		1234 NMainSt	<b>City:</b>	CITY	CHICAGO	Chgo	CHI	<b>State:</b>	STATE	ILLINOIS	Illinois	ILL	<b>Zip Code:</b>	ZIP CODE	12345	00000	123
	<u>Template</u>	<u>Correct</u>	<u>Incorrect</u>	<u>Incorrect</u>																											
<b>Address 1:</b>	STREET ADDRESS	1234 N MAIN ST	1234 main, apt. 1	Apt 1																											
<b>Address 2:</b>	UNIT NUMBER	APT 1		1234 NMainSt																											
<b>City:</b>	CITY	CHICAGO	Chgo	CHI																											
<b>State:</b>	STATE	ILLINOIS	Illinois	ILL																											
<b>Zip Code:</b>	ZIP CODE	12345	00000	123																											
<b>Permanent Address</b>	<ul style="list-style-type: none"> <li>Your permanent address must be your established place of residence <u>outside of the U.S.</u></li> </ul>																														
<b>Telephone and Email</b>	<ul style="list-style-type: none"> <li>Update your telephone number(s) and email address(es) routinely. Check “preferred” next to the number and address that DePaul University should use to contact you.</li> <li>Faculty, advisors, and administrators will contact you with important updates via email and, in some cases, telephone.</li> </ul>																														
<b>Emergency Contact</b>	<ul style="list-style-type: none"> <li>Enter the contact information of the individual(s) that DePaul University should contact in the case of an emergency situation involving your health or wellbeing.</li> <li>This individual <u>can be located in the U.S. or another country.</u></li> </ul>																														
<b>Editing or Adding Addresses</b>	<ul style="list-style-type: none"> <li>Editing an address: Select “edit” next to the address, edit as necessary, and select “OK.”</li> <li>Adding an address: Select “Add A New Address,” add the address, and select “OK.” Next select the appropriate “Address Type” (e.g., Home, Mailing, Permanent, etc.) and click “Save.”</li> </ul>																														
<b>Troubleshooting</b>	<ul style="list-style-type: none"> <li>If you experience technical problems accessing or using Campus Connect, contact the Help Desk at <a href="mailto:tcs@depaul.edu">tcs@depaul.edu</a> or at +1.312.362.8765.</li> </ul>																														

**You must update your contact information within ten days of a change. Failure to update your contact information in a timely manner may result in the loss of legal non-immigrant status.**