



**Updating Your Contact Information in Campus Connect**

CampusConnect.depaul.edu • Main Menu → Self Service → Personal Information

CATEGORY	INSTRUCTIONS																														
<p><b>Mailing Address</b></p>	<ul style="list-style-type: none"> <li>Your mailing 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>Your mailing 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" data-bbox="334 730 1495 947"> <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> <p>It is critical that you enter your mailing (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> </li> </ul>		<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
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<p><b>Home Address</b></p>	<ul style="list-style-type: none"> <li>Your home address must be your established place of residence <u>outside of the U.S.</u></li> </ul>																														
<p><b>Telephone and Email</b></p>	<ul style="list-style-type: none"> <li>Keep your telephone number(s) updated. Check “preferred” next to the number that DePaul University should use to contact you.</li> <li>All university communications will be sent to your BlueM@il email address (username@depaul.edu) to ensure reliable delivery of mail. ISS and SEVIS communication will also be sent to this address. It is your responsibility to log into your DePaul email account regularly to ensure that you are receiving university and SEVIS email.</li> </ul>																														
<p><b>Emergency Contact</b></p>	<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>																														
<p><b>Editing or Adding Addresses</b></p>	<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>																														
<p><b>Troubleshooting</b></p>	<ul style="list-style-type: none"> <li>If you experience technical problems accessing or using Campus Connect, contact the HelpDesk at tcs@depaul.edu 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.**