



All students who receive a SEVIS I-20 or SEVIS DS-2019 from DePaul University must complete an online legal document check-in after arrival in the U.S. We recommend that you **complete your check-in AFTER you arrive in the U.S. but BEFORE your program start date** (see your I-20 or DS-2019). If you do not successfully complete your immigration document check-in, an automatic registration hold will be placed on your student account on your program start date. If all your documents are complete your ISS class registration hold will be removed from your student account within 2 business days. If there is anything missing or the uploaded document is not readable, you will receive an email from iss@depaul.edu. If you have any questions, call ISS at 312-362-8376 or email at iss@depaul.edu.

## What documents do I need to upload?

The system will prompt you to upload documents based on your visa category. You can prepare by scanning copies of the following documents

- DePaul I-20 or DS-2019 \*must be signed by student on page 1
- Passport bio page
- F-1 or J-1 Visa and Entry Stamp
- Copy of electronic I-94 record. See <https://i94.cbp.dhs.gov> for instructions
- Previous school's I-20 or DS-2019 – **transfer students only**
- Dependent I-20, passport, visa, I-94 – **students with dependent/s only**

Proof of Health Insurance – **J-1 Students only**

## To upload documents follow these steps:

1. Scan or take digital photos of your immigration documents with your camera, smart phone or tablet.
2. Verify that your document scans are clear and complete and in one of the following formats: *JPEG, JPG, GIF, PDF, PNG, TIF*
3. Log into the ISS Electronic Document Check-in system using your **Campus Connection user ID and password**. Log in: <http://tinyurl.com/OISS-Doc-upload>
4. Select **"First Time Visit"** to begin and select **"Next"**
5. Select one of the following based on your status type: **"Initial, Transfer or Change of Status"**
6. Select **yes or no** to the dependent question and select **"Next"**
7. The system will tell you which documents to upload. Review and select **"Next"** to start uploading.
8. Follow the instructions and upload each of your required documents and hit **"Next"**
9. Review the **"Confirmation Page."** Select **"Back"** to make changes. Select **"Confirm"** to upload your documents.
10. The system will confirm that your documents have been uploaded. Sign out.

## How can I scan my documents?

The images you upload can be scans or high quality digital photos from your camera, smart phone or tablet. If you use your smartphone to take pictures of your documents it is recommended that you download a free scanning app such as **CamScanner** for Android or iPhone.

Scanners are available on campus in the Libraries and may also be available in academic department computer labs.

Computer labs and equipment: <http://tinyurl.com/DPUComputers>

Scanning instructions: <http://tinyurl.com/LibraryScan>

## Updating Your Contact Information in Campus Connect

CampusConnect.DePaul.edu

Main Menu → Self Service → Personal Information

CATEGORY	INSTRUCTIONS																														
Home Address	<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><tr><th></th><th><u>Template</u></th><th><u>Correct</u></th><th><u>Incorrect</u></th><th><u>Incorrect</u></th></tr><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></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
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Permanent Address	<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>																														
Telephone and Email	<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>																														
Emergency Contact	<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>																														
Editing or Adding Addresses	<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>																														
Troubleshooting	<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.**