Under government reporting regulations, all non-immigrant students in F-1 and J-1 visa status and their dependents (F-2 and J-2 visa status) must IMMEDIATELY report any change of address to the government.

Current immigration regulations require that the address provided by the student must be his/her actual physical residence. If a student cannot receive mail at his/her physical address, s/he must also provide a mailing address.

If you experience any problems trying to access Campus Connection or trying to add, change, or update your information, please call the Help Desk at (312)362-8765.

1. **Home Address (REQUIRED)**
   This is the address where you live in the U.S. You must enter the current address for the actual physical location where you reside (i.e., sleep) in the United States. Your "Home Address" cannot be a Post Office Box or a location where you do not actually reside. If you cannot receive mail at your home address, you may add a different address in the mailing address field in campus connection.

2. **Permanent Address (REQUIRED)**
   This is the address of your established place of foreign residency (i.e., the place where you live in your home country). Please make sure the country listed in Campus Connection is NOT the United States. If you have F-1 or J-1 visa status, you are required by law to maintain current contact information through DePaul University for you and your dependents (F-2 or J-2 visa status).

3. **E-Mail Address (REQUIRED)**
   The OISS uses your “preferred” e-mail to communicate important information about your status. Please make sure our e-mail address oiss@depaul.edu is not marked as SPAM or junk mail. Also, be sure to check your e-mail regularly as you may not receive our e-mail if your mail box is full.

4. **Phone Number (REQUIRED)**
   The OISS will use your “preferred” phone number to contact you when your prompt reply is required. Please make sure you will be able to retrieve voice mail left at this number as we may leave a general message asking you to return our call.

Please make any changes to your information through Campus Connection. To do so, please read the following carefully.

**NOTE:** To update your dependent’s information, contact the Office for International Students and Scholars at (312)362-8376 or visit their office located in the DePaul Center, Suite 9300.

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**INSTRUCTIONS TO UPDATE YOUR ADDRESSES VIA CAMPUS CONNECTION**

You must update the following types of addresses via Campus Connection: Home and Permanent.

1. **Login to** [https://campusconnect.depaul.edu](https://campusconnect.depaul.edu) **by using your Campus Connection ID and password.**

2. **Click on “Demographic Portfolio” in the Menu box on the left-hand side. Then click on “Addresses”. You will be directed to a page showing any addresses DePaul University has for you. (Please see image on page 2).**

3. **Check your addresses. If HOME and PERMANENT addresses are all correct and complete, STOP HERE. To print, skip to “Printing Instructions”.**

4. **If you need to correct an existing address, click on the appropriate “edit” link next to each box as needed. If you do not have information recorded for a required address type, click “ADD NEW ADDRESS”**.

5. **You will be directed to a page where you can correct or enter a missing address. Once the changes are made, make sure they are complete including the country and postal codes and select “OK”. On the next screen, check the address types and click “SAVE”. Click “OK” to return to the address list.**

6. **Log out of Campus Connection.**
Updating Your Phone Number, E-Mail Address, and Emergency Contact in Campus Connection

Please remember to routinely update your phone number(s) and e-mail address(es) by visiting the “Demographic Portfolio” link in Campus Connection. If you enter more than one, please check one as “Preferred”. Your professors and various academic departments and offices at DePaul University need your current contact information to send you important announcements regarding your studies at DePaul University.

Please also enter emergency contact information in Campus Connection. This can be a person in the United States or another country who you would like the University to contact in case of emergency.

If you experience any problems trying to access Campus Connection or trying to add, change or update your contact information, please call the Help Desk at (312)362-8765.

Please take care of this important matter promptly and regularly; failure to update your address information in Campus Connection could result in a loss of legal non-immigrant status, and a loss of eligibility to remain in the U.S. to complete your studies.

Printing Instructions
If you wish to print, place your mouse cursor over your addresses on the screen. Right-click your mouse. Click on “Print” in order to print the addresses.

Simply clicking on “File” then “Print” would only print the sidebar and not the addresses, or it will print an incomplete page.