

HOW TO UPDATE YOUR SEVIS ADDRESS IN PEOPLESOFT

Step 1



STEP 1: LOCATE CAMPUS PERSONAL INFORMATION MENU.

Log-in using (<http://my.uh.edu/>). Click on the Personal Information Icon shown on the left.

STEP 2: FIND THE SEVIS ADDRESS FIELD.

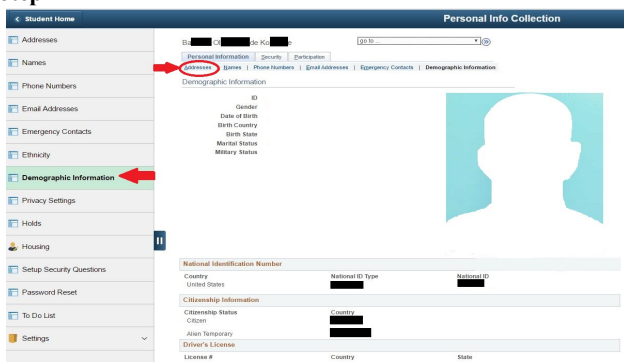
You will see a screen listing different options. Do not click on the addresses box, but instead go to the demographic information. Then find the address link in the top left of that screen as shown by the arrows.

If you are an F or J VISA holder and do not have a SEVIS address listing in PeopleSoft, contact the International Student and Scholar Services Office, (713) 743-5065, to have the field added to your account.

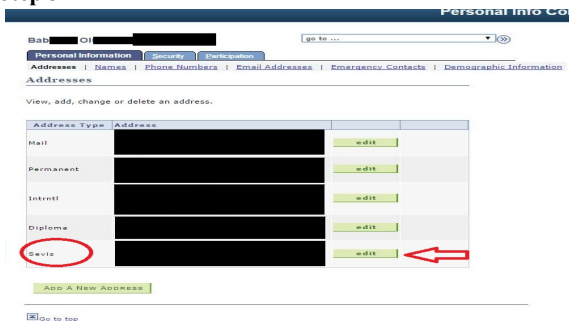
STEP 3: EDIT SEVIS ADDRESS.

Locate the address associated with SEVIS. Click the SEVIS "edit" button. Make sure you do not change your international address in the process. The international address has to be a living location outside the U.S. while the SEVIS address is your current living address within the U.S. for reporting purposes. If there are any changes it has to be reported within 10 days.

Step 2



Step 3



Mailing address: Make sure you update your "mailing" address as well. This is important for University mail. Your health insurance cards and bills will be sent to this address. If you live in a residence hall, make sure you include the "mailbox" number as given to you.

STEP 4: UPDATE ADDRESS.

Type your updated address information into the text boxes. When you are finished editing your address, click the "OK" button. Make sure you do not use the 3rd Address line. You will now see a "Change Address" screen similar to the one in fig. 1.4; however, the information you entered in Step 3 should now display on the screen. Notice the grayed-out check box indicating the SEVIS selection. This indicates which address will be modified. You can select multiple address fields to update at the same time (do not change your international address).

Please refer to the next page on how to set up your address to match the USPS/SEVIS standards. If the Zip Code and Country automatically fill without any errors, it is most likely done right.

Step 4

Last Name, First Name

Addresses

Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Change Address

555A
4361 Wheeler Street
Houston, TX 77004-2617
Harris

Date changes will take effect: 04/29/2015 (example: 12/31/2000)

SAVE

Address Types

Mail

Permanent *

Diploma

Sevis

Finally, verify your updated address. If the address displayed is correct, then click the "Save" button. If your address still needs to be corrected, click the "Edit Address" hyperlink and repeat Step 3.

Step 5

Change Address

Save Confirmation

The Save was successful.

OK

STEP 5: SAVE AND CONFIRM CHANGES.

If the address change has been successful, you should see a screen similar to fig. 1.5, confirming your saved changes. Click the "OK" button and end your PeopleSoft session.

UNIVERSITY of HOUSTON

INTERNATIONAL STUDENT & SCHOLAR SERVICES OFFICE

Student Center North, Room N203, Houston, TX 77204-3024 🌐 Phone: (713) 743-5065 📠 Fax: (713) 743-5079 🌐 www.uh.edu/oisss

HOW TO UPDATE YOUR SEVIS ADDRESS TO MATCH USPS/SEVIS STANDARDS

OFF CAMPUS HOUSING:

Examples below: (please make sure to add your city as well as TX for Texas in the proper fields)

Apartment complex	House
Line 1: Apt 555	Line 1: 4600 Houston Street
Line 2: 4444 Houston Street	Line 2: BLANK
Line 3: DO NOT USE	Line 3: DO NOT USE

ON CAMPUS HOUSING:

If you live in a residence hall, you have to follow these guidelines to update your address.

Line 1: Apt or Room Number
Line 2: Street Address of the Resident Hall
Line 3: DO NOT USE

Examples of each resident Hall (please edit the room number and add Houston, TX 77004 in the proper fields):

Bayou Oaks	Cougar Village 1	Cougar Village 2
Line 1: Apt 555	555A	555A
Line 2: 5063 Calhoun Road	4385 Cougar Village Drive	4373 Cougar Village Drive
University Lofts	Moody Towers North	Moody Towers South
Line 1: 555A	Apt 5555	Apt 5555
Line 2: 4200 Martin Luther King Blvd	4401 Cougar Village Drive	4401 Cougar Village Drive
Cambridge Oaks	Cougar Place	Quad
Line 1: Apt 555	555A	Apt 555
Line 2: 4444 Cullen Boulevard	4016 Cullen Boulevard	4361 Cougar Village Drive

Keep in mind that you cannot use the following criteria below for your SEVIS address at any point.

1. **Mailbox, PO Box, or international addresses cannot be used.**
2. **Do Not** include the name of your apartment complex.
3. **It has to be where you sleep at night, not an address for your mail. (This goes for on-campus housing as "Mailbox" is not your room). It cannot be a business address either.**
4. It CANNOT have (C/O another person) as it means you do not live there.