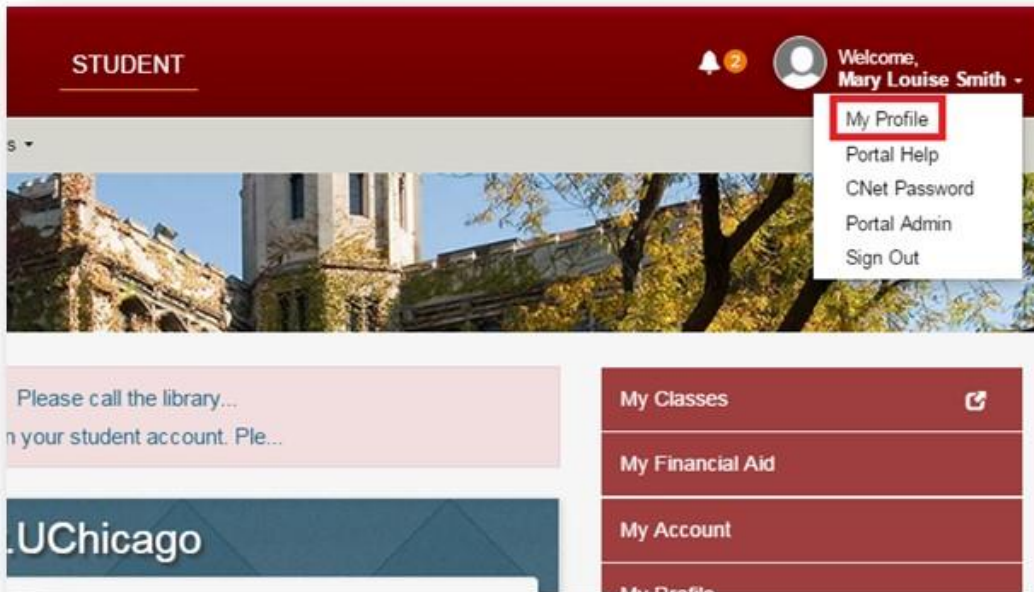


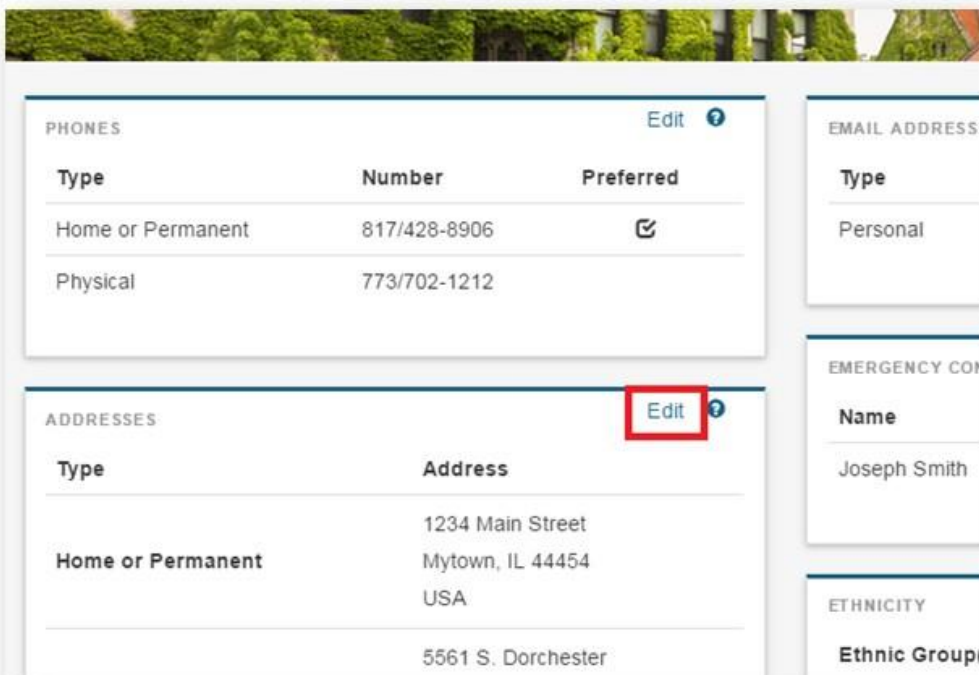
AIS 'SEVIS Address Update' Instructions

There are multiple steps to this change. **You must update your address AND set it as the SEVIS address to update it correctly.** Make sure you follow all of the instructions.

1: Log in to my.uchicago.edu/ Click on your name on the upper right, and select **'My Profile'**:



2: Scroll down and click the **'Edit'** link on the Addresses pagelet:



(Continued on next page)

3: Click 'Add a New Address':

Addresses

View, add, change or delete an address.

Address Type	Address	
Physical	5561 S. Dorchester Apt 1222 Chicago, IL 60657	<input type="button" value="EDIT"/>
Home or Permanent	1234 Main Street Mytown, IL 44454	<input type="button" value="EDIT"/>

4: Determine the correct formatting of your address

Note: your address **MUST MEET** the [USPS formatting requirements](#), which look quite different from what you might be used to. If you do not enter your address correctly, we cannot register your record in SEVIS and you will encounter negative immigration consequences.

The address format must be the following:

- **Line 1:** Street address, from the USPS [zip code website](#)* (do not include city, state or zip in Line 1)
- **Line 2 & 3: (leave blank) - DO NOT USE ADDRESS LINE 2 OR 3**
- **City:** City only (e.g. 'CHICAGO')
- **State:** Abbreviation for state (e.g. 'IL')
- **Zip code:** Five digit zip code (no need to include the last four)

*The Zip Code website will give you a nine-digit zip code. You only need to enter the first five digits of the zip code, as all nine will not fit.

(Continued on next page)

5: Enter the correctly formatted address and click 'OK':

Edit Address

Country: United States [Change Country](#)

Address 1: 555 W JACKSON ST APT 3355

Address 2: _____

Address 3: _____

City: CHICAGO State: IL Postal: 60661

County:

Follow the USPS formatting instructions above!

Do not use address lines 2 or 3!

6: Select 'SEVIS U.S. Address' as the type (along with any other address types to which the address applies) and the date the address will go into effect (today is the default). Click 'Save':

Add a new address

809 Canterbury Rd
Chicago, IL 60640 [Edit Address](#)

Address Types

Physical *

International

Home or Permanent *

SEVIS U.S. Address

Date new address will take effect

07/27/2016 (example: 12/31/2000)

[Return to Current Addresses](#)

It is **very important** you select 'SEVIS U.S. Address'. If you do not select this address type, we cannot register your record in SEVIS.

- END OF INSTRUCTIONS -