

REPORTING U.S.A. ADDRESS FOR IMMIGRATION PURPOSES

Students and scholars on F1 or J1 visas are required to report their U.S.A. Address to Department of Homeland Security (DHS) through your Designated School Official/ Responsible Officer (OIE staff). U.S. Immigration regulations require all J1 and F1 students to report a U.S.A. address for SEVIS purposes (no PO Boxes) within 10 days of reporting to school and within 10 days of moving. Please log-in to your MYIUP account to update this information as soon as possible to ensure your SEVIS (Immigration) record is updated:

HOW TO LIST YOUR U.S.A. ADDRESS IN MYIUP*

- **LOCAL ADDRESS:** Used for SEVIS purposes only and requires your physical street address (no PO Box or Crimson Hawks addresses). Students living on-campus: DO NOT HAVE TO COMPLETE THIS ADDRESS TYPE in MYIUP it is automatically transferred to the OIE database.

Off-Campus Example: 20 Regency Square
Indiana, PA 15701

- **MAILING ADDRESS:** Used by any IUP offices that need to mail you information about your program or student services. Use same as your LOCAL ADDRESS, PO Box or Crimson Hawks address. Do not use a foreign mailing address. If you do not know what your Crimson Hawks Address is go to:
<http://www.iup.edu/page.aspx?id=17975>

Off-Campus Example: 20 Regency Square
Indiana, PA 15701

On-Campus Example: 2328 Crimson Hawks
Indiana, PA 15705-2328

FOREIGN PERMANENT ADDRESS: In MYIUP your PERMANENT address must always remain a FOREIGN ADDRESS. If your FOREIGN ADDRESS changes, please email intl-education@iup.edu and we need to update your SEVIS RECORD manually.

DIRECTIONS TO UPDATE YOUR U.S.A. ADDRESSES:

- 1) Go to the MY.IUP.EDU page.
- 2) Log into the Secure Area.
- 3) Select "Personal Information" from the available choices.
- 4) Click "update" under "Personal Information".
- 5) Click on drop down menu "Type of Address to Insert" - choose "LOCAL"
- 6) Enter your current U.S.A. Street address, City, State and Zip code and hit "SUBMIT"
- 7) Repeat process for "MAILING" address to make sure you receive mailings from all IUP offices.
- 8) If you need to update your PERMANENT Address (keep as Foreign address) - update and save in MYIUP & please email intl-education@iup.edu with any changes as well.

***PRIVACY NOTICE - IF YOU DO NOT WANT YOUR ADDRESSES TO SHOW IN THE IUP DIRECTORY**—Please complete the 'Nondisclosure form' available at www.iup.edu/registrar/forms and submit to the IUP Registrar's office.