How to Update Your Personal Information in Your Student Center

**Step 1:**
Log in to your **Student Portal** using your Username and Password.

**Step 2:**
At the top of the Student Portal, click on **Student Center**.
**Step 3:**
In your Student Center, scroll down to the Personal Information section. Click on **Home Address** button to edit your addresses.

![Personal Information](image1.png)

**Step 4:**
In the Addresses main page, you will find the different types of addresses you can report to CSUF.

To edit your SEVIS D address, click on the **edit** button located next to SEVIS D.

**Note:** If you do not have access to edit the SEVIS D address, you may update your "Home" or "Mail" address instead.

![Addresses](image2.png)
**Step 5:**
In the SEVIS D Edit Address function, **list the address where you are currently living in the U.S.**

- If you are staying in a hotel or temporary housing, you may list the hotel address and change it later.
- Do not list a P.O. Box.
- Do not list an address if it is only used for mailing purposes. Enter this address under “Mailing Address.”
- Do not list Cal State Fullerton’s address in this box (e.g., 800 State College or 2600 Nutwood Ave.).
- Be sure to format your address based on the guidelines listed to the right.

![Edit Address](image)

**How to Format Your SEVIS Domestic Address**

- Make sure the ‘Country’ is United States. If not, click ‘Change Country.’
- Enter your street address in ‘Address 1’ **only**. Leave ‘Address 2’ and ‘Address 3’ **blank**.
- DO NOT use punctuation marks such as commas or periods.
- DO NOT include the name of your apartment building (e.g., Homestead Apartments).
- Leave ‘County’ **blank**.
- Click **OK** to save changes.

**Step 6:**
Verify that the address you entered is correct is and formatted to the guidelines listed above.

Make sure that the box next to SEVIS D is checked.

Click **Save** to save changes.
**Step 7:**
After your address is saved successfully, you should see this Save Confirmation screen. Press **OK** to go back to your addresses.

**Step 8:**
The next step is to update your phone number. On the Addresses homepage, click on **Phone Numbers** located on the Personal Information taskbar.

**Step 9:**
**Report a U.S. phone number if you have one.** If you do not have a U.S. phone number, an international phone number is acceptable.

**Your primary phone number must be listed as “Home” and must be checked as “Preferred.”** Your record will not register properly otherwise.

Be sure to format your phone number based on the guidelines below.
Step 10:
After your address is saved successfully, you should see this Save Confirmation screen. Press OK to go back to your phone numbers.
Step 11:
The next step is to add your Emergency Contact information. On the Phone Numbers homepage, click on Emergency Contacts located on the Personal Information taskbar.

Step 12:
To add a contact, select the Add an Emergency Contact button. To edit a contact, click on the Edit button.

You must provide two emergency contacts.

One must be an immediate family member in your home country (mother, father or sibling) and one emergency contact from the U.S., if possible. If you do not have an emergency contact in the U.S., list two from your home country.

CSUF will only contact these persons in case of an emergency.
Step 13:
Provide your emergency contact’s full name, relationship, address, and phone number.

Repeat the process for your second emergency contact.

Once finished, click Save.

Make sure you keep this information updated at all times.

Questions?
If you need assistance, schedule an appointment with an advisor:
https://extension.fullerton.edu/international/students/advising.aspx