

INTERNATIONAL STUDENTS & SCHOLARS

How to Update Your Personal Information in Your Student Center (as of December 2022)

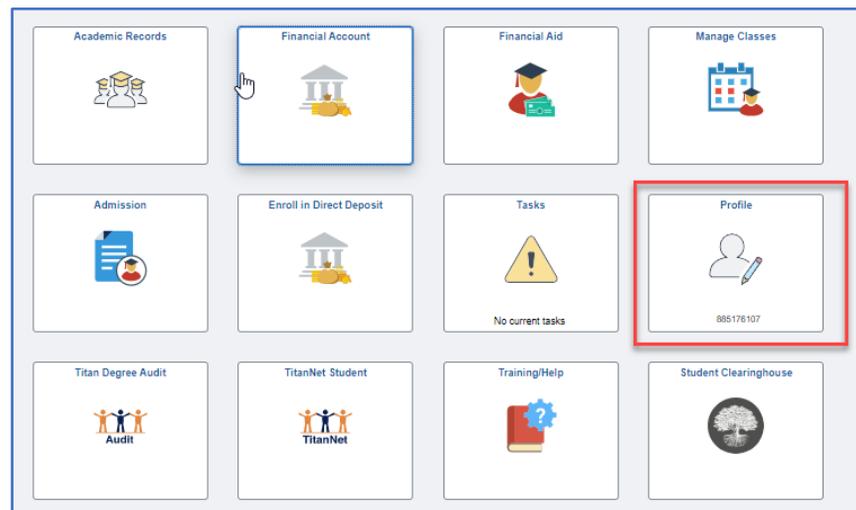
Step 1:

Log in to your Student Portal using your Username and Password.

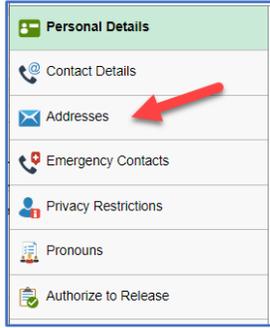


Step 2:

Click on the **Profile** tile.



Step 3:
Click on
Addresses.



The screenshot shows a 'Personal Details' menu with several options: Contact Details, Addresses, Emergency Contacts, Privacy Restrictions, Pronouns, and Authorize to Release. A red arrow points to the 'Addresses' option.

Step 4:
Click on **Add SEVIS Domestic Address.**



The screenshot shows a page titled 'SEVIS Domestic Address Address' with the text 'No address defined' and a button labeled 'Add SEVIS Domestic Address Address'. A red arrow points to the button.

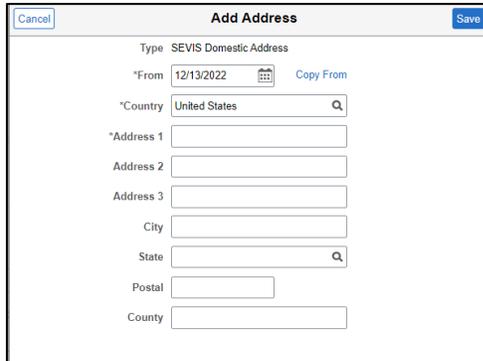
Step 5:
Enter your U.S.
address using
**Address 1, City,
State, Postal.**

Please leave
County (last
box) blank.

**SEVIS Domestic
Address cannot
be a P.O. Box
Address. It must
be a physical
place of
residence.**

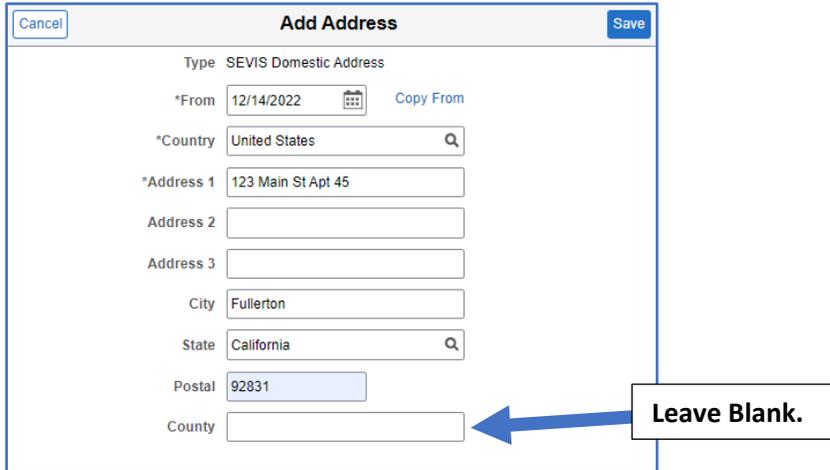
Click **Save.**

You will then be
returned to the
Addresses page.



The screenshot shows the 'Add Address' form with the following fields: Type (SEVIS Domestic Address), *From (12/13/2022), *Country (United States), *Address 1, Address 2, Address 3, City, State, Postal, and County.

Example:

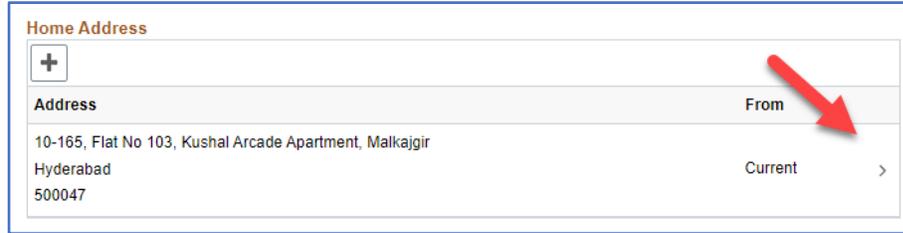


The screenshot shows the 'Add Address' form with the following example data: Type (SEVIS Domestic Address), *From (12/14/2022), *Country (United States), *Address 1 (123 Main St Apt 45), Address 2, Address 3, City (Fullerton), State (California), Postal (92831), and County. A blue arrow points to the County field with a callout box that says 'Leave Blank.'

Sample Format for Students Living in CSUF On-Campus Housing:

Address 1: 1529 E Campus Drive
Address 2: Acacia 123
City: Fullerton
State: California
Postal: 92834

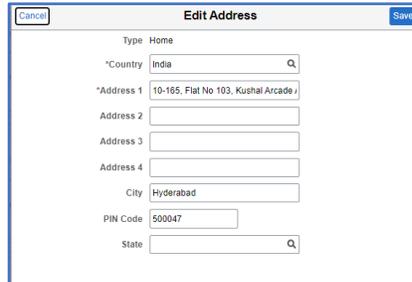
Step 6:
Update your **Home Address** by clicking on the **Caret (>)**.



Home Address

Address	From
10-165, Flat No 103, Kushal Arcade Apartment, Malkajgir Hyderabad 500047	Current >

Step 7:
Change **Country** by typing in **United States**. To clear other fields, click on any of them.



Edit Address [Cancel] [Save]

Type Home

*Country

*Address 1

Address 2

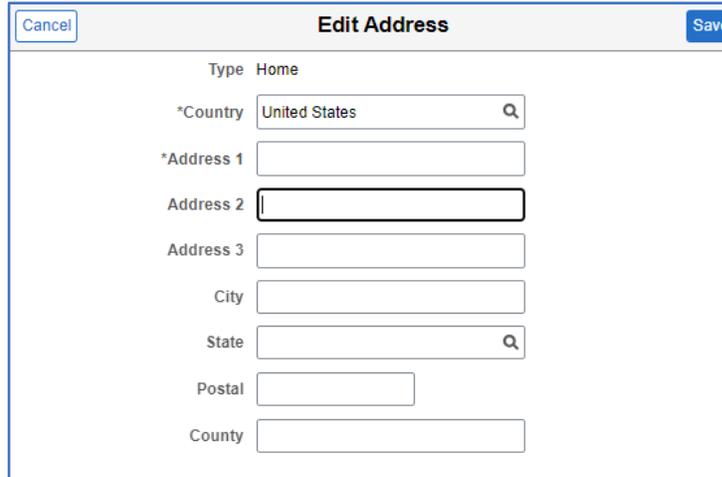
Address 3

Address 4

City

PIN Code

State



Edit Address [Cancel] [Save]

Type Home

*Country

*Address 1

Address 2

Address 3

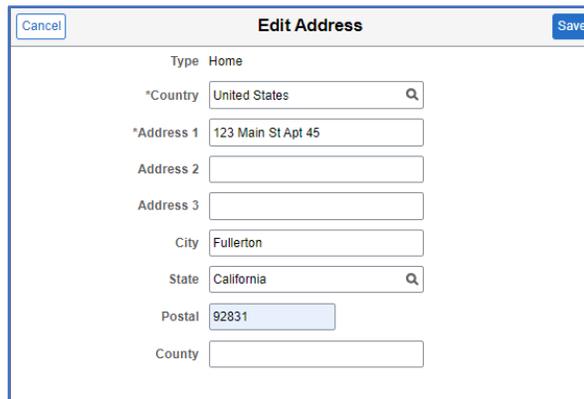
City

State

Postal

County

Step 8:
Enter your current U.S. address, using same guidelines and format for SEVIS Domestic Address.
Click **Save**.



Edit Address [Cancel] [Save]

Type Home

*Country

*Address 1

Address 2

Address 3

City

State

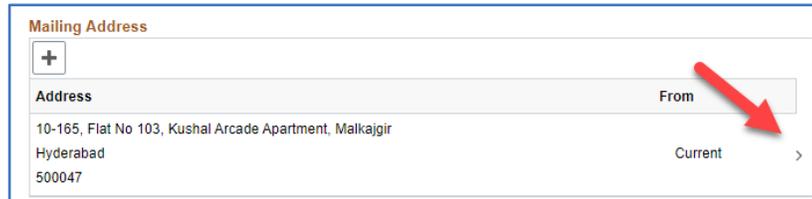
Postal

County

Step 9:

You will be returned to the Addresses list.

Update Mailing Address by clicking on the **Caret (>)**.



Mailing Address

Address	From
10-165, Flat No 103, Kushal Arcade Apartment, Malkajgir Hyderabad 500047	Current >

Step 10:

Change **Country** by typing in **United States**. To clear other fields, click on any of them.



Cancel Edit Address Save

Type Mailing

*Country India

*Address 1 10-165, Flat No 103, Kushal Arcade

Address 2

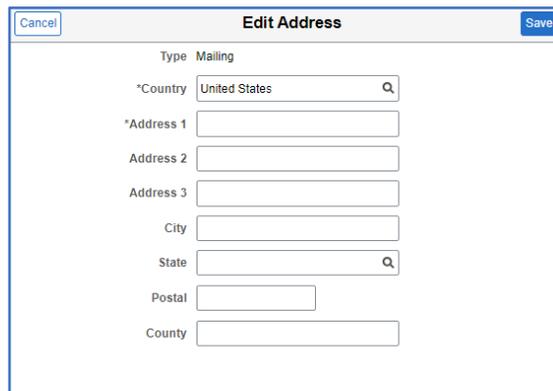
Address 3

Address 4

City Hyderabad

PIN Code 500047

State



Cancel Edit Address Save

Type Mailing

*Country United States

*Address 1

Address 2

Address 3

City

State

Postal

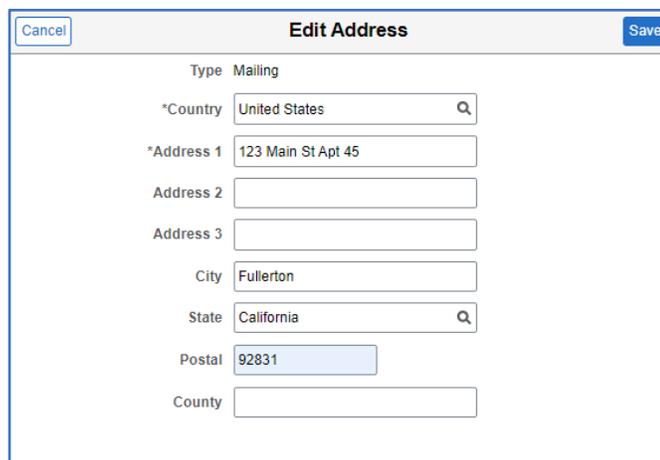
County

Step 11:

Enter your current U.S. address, using same guidelines and format for SEVIS Domestic Address.

If you wish to receive your mail at an address different from your Home and SEVIS Domestic Address, you can provide it here as your Mailing Address.

Click **Save**.



Cancel Edit Address Save

Type Mailing

*Country United States

*Address 1 123 Main St Apt 45

Address 2

Address 3

City Fullerton

State California

Postal 92831

County

You will be returned to the Addresses page where you will see your current U.S. address in Home Address, Mailing Address and SEVIS Domestic Address.

Addresses ⓘ

Home Address

Address	From
123 Main St Apt 45 Fullerton CA 92831	Current >

Mailing Address

Address	From
123 Main St Apt 45 Fullerton CA 92831	Current >

SEVIS Domestic Address Address

Address	From
123 Main St Apt 45 Fullerton CA 92831	Current >

SEVIS Foreign Address Address

Address	From
123, Flat No 456, Kushal Arcade Apartment, Malkajgir Hyderabad 500047	Current

How to Provide Your Phone and Emergency Contacts

Step 1:
Click on **Contact Details**.

-  Personal Details
-  **Contact Details**
-  Addresses
-  Emergency Contacts
-  Privacy Restrictions
-  Pronouns
-  Authorize to Release

Step 2:
Under Phone,
click on **+** to
add your
phone number.

Contact Details

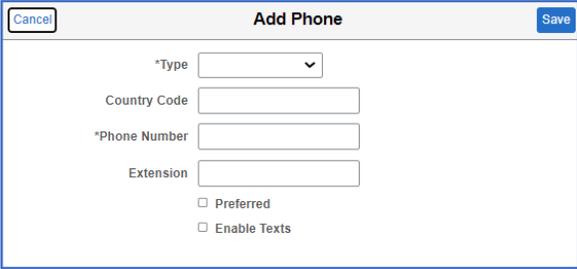
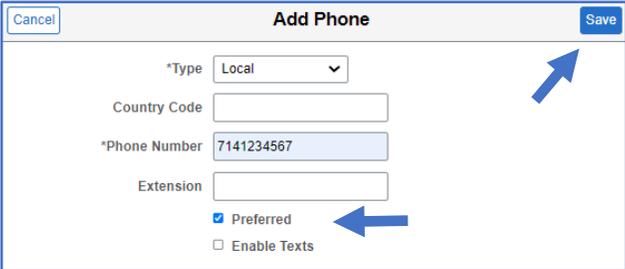
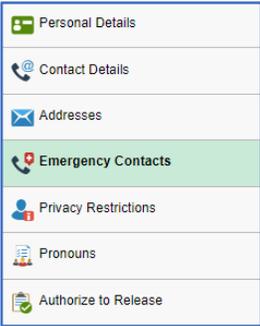
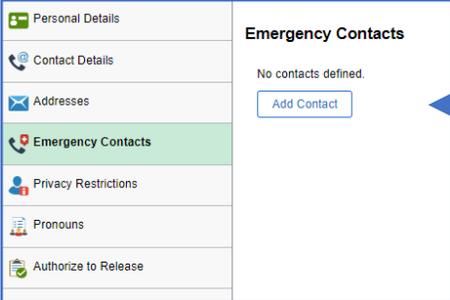
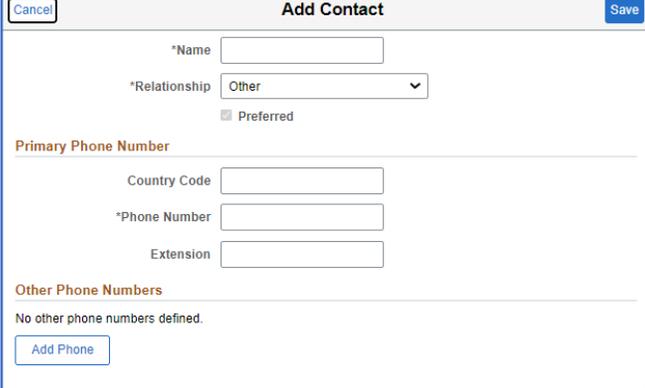
Email ⓘ

Email	Type
bharadwajvvs@csu.fullerton.edu.dummy	Student Personalized Email >
vvs.bharadwaj2000@gmail.com.dummy	Home >

Phone ⓘ

Phone	Type	Preferred
+91 8177555-1234	Mobile	✓ >
+91 998-555-1234	Other	>

<p>Step 3: Select Type of phone and enter your phone number which CSUF can use to contact you while you are in the U.S.</p>	
<p>Step 4: Click Preferred, then Save.</p>	
<p>Step 5: Click on Emergency Contacts.</p>	
<p>Step 6: Click on Add Contact.</p>	
<p>Step 7: Enter information for your Emergency Contact. Click Save.</p>	

Questions?

If you need assistance, please contact International Students and Scholars at 657-278-2787.