



Updating Your Local Address

International Student Services – Texas A&M University

In order to continue to be in compliance with F-1 and J-1 immigration rules, you need to keep your local address up-to-date in the Howdy Portal at all times. Due to new SEVIS address validation rules, it is also very important that your address be entered correctly according to U.S. Postal Service address standards so that it can be updated on your SEVIS record. If your address in the Howdy Portal expires or is entered incorrectly so that it will not feed into SEVIS, you will be contacted by International Student Services (ISS) and asked to resolve this as soon as possible. A registration hold may be placed on your record until your address has been corrected.

Please follow these instructions to update your student local mailing address in the Howdy Portal. Remember, this should be the address where you **PHYSICALLY RESIDE** (not necessarily your mailing department, or employer address).

1. Go to Howdy.tamu.edu
2. Click on **“My Record”** tab
3. Locate the box entitled **“My Information”**
4. Click on **“View/Update Contact Information”**
5. Click on **“View/Update Addresses/Phones”**
6. Click on **“[Update Addresses and Phones]”** This link is in blue.
7. Make sure you choose the **“Student Local Mailing”** address type. Only this type of address will work for Immigration purposes.
 - a. This should be your current U.S. address – where you physically reside. This should not be your academic department or employment address.
 - b. It must be a real street address; P.O. boxes are not acceptable.
 - c. It is ok if this is not the address where you receive mail.
8. Click Submit
9. Fill in your information to update your address. Only use **“Line 1”** when entering your address into the Howdy Portal. See below to learn how to enter a U.S. address. If you live in Bryan or College Station, the county is ‘Brazos’.
10. Enter a phone number that you can be reached at while in the U.S. **All F-1 and J-1 students are required to provide a local phone number.** This can be entered under the **“Primary Phone Number For This Address”** found below the **“Nation”** drop down box.
 - a. The correct format for a U.S. phone number is (XXX) XXX-XXXX. The first three numbers in the parenthesis is the area code, ex: (979) is the area code for most phones in the Bryan/College Station area. The last seven digits are your phone number.
11. Click Submit
12. Make sure your new address shows up, and you are done!

If your current address expires repeat the previous steps to enter in a new address in Howdy.



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If you have a registration hold from ISS due to an address update requirement, send an email to iss@tamu.edu after you have updated your address in the Howdy Portal. Indicate that your address has been updated and you would like the registration hold removed. Remember to include your full name and UIN in all correspondence with ISS.

To make any changes to your international address, send an email to iss@tamu.edu with your full name, UIN, and your full international address. Please clearly indicate the City, Nation, and Zip Code (if applicable).

Tips for writing a U.S. address:

- Apartment complex names should not be included (Street Number, Street Name, and Apartment Number only)
- You must update your address within 10 days of moving to a new residence.
- Do not use a P.O. Box as your Student Local Mailing address.
- To determine the correct State abbreviation and/or the City zip code, visit https://tools.usps.com/go/ZipLookupAction_input.
- If you live in an on-campus residence hall, you may enter your address as “Room Number, Residence Hall Name, College Station, TX 77840”
 - You may also use the physical address for your residence hall: <https://reslife.tamu.edu/faq/reshalls/featuresAmenities#q8>

How to properly address an envelope. This is the format you will use to update your address in Howdy, as well as any other forms while you are in the United States.

Sender Name Street Number, Street Name, Apartment Number City Name, State (abbreviation), Zip Code	
Recipient Name Street Number, Street Name, Apartment Number City Name, State (abbreviation), Zip Code	