In order to continue to be in compliance with immigration rules, F-1 and J-1 student must keep a local address and phone number 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.

Only the “Student Local Physical” (“SL”) address and the “Student Local/Current” (“SM”) phone number entered into the Howdy Portal will meet immigration requirements. Please follow these instructions to update your “Student Local Physical” address and “Student Local/Current” phone number in the Howdy Portal. The “Student Local Physical” address should be the address where you PHYSICALLY RESIDE and the “Student Local/Current” phone number should be the best number to use in order to contact you while you are inside the U.S. It is strongly preferred that you provide a U.S. phone number.

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). If you wish to specify a U.S. mailing address that differs from your U.S. address of physical residence, you can add a “Student Local Mailing” address type into the Howdy Portal.

**Viewing Your Address and Phone Number in the Howdy Portal**

1. Go to [https://howdy.tamu.edu](https://howdy.tamu.edu) and log in with your NetID and Password
2. Click on the “My Record” tab
3. Locate the box entitled “My Information”
4. Click on “My Profile”
5. Click on “STUDENT INFORMATION” to expand it
6. Click on the pencil icon next to “Bio Information”
7. Scroll down to “Phone Number” and verify that you have an up-to-date “Student Local/Current” phone number type
8. Scroll down to “Address” and Verify that you have an up-to-date and accurate “Student Local Physical” address type

**Editing Your “Student Local Physical” Address in the Howdy Portal**

1. The “Student Local Physical” address should be where you physically reside – not your academic department or employment address.
2. If you already have a “Student Local Physical” address entered and need to edit it, click on pencil icon and you will be taken to a new screen to edit the content.
3. If you do not already have a “Student Local Physical” address entered and need to add it, click on “Add new” on the right and use the drop-down menu to Insert a “Student Local Physical” address.
4. Enter a date in the “Valid From” field – This can be today’s date or the date you started residing at your current physical address.
5. The “Valid Until” field is not required – You may leave this blank or you can enter any date – past, present, or future. **If the date entered into this field expires, your record will appear as though you do not have a valid “Student Local Physical” address until a new address has been entered.**
6. The “Student Local Physical” address must be a real street address; P.O. boxes are not acceptable.
7. The “Student Local Physical” address does not have to be your mailing address. You can enter a separate ‘Student Local Mailing’ address in the Howdy Portal to indicate where you want to receive mail.
8. Only use **Address Line 1** when entering your “Student Local Physical” address into the Howdy Portal. See page 2 for information about how to correctly write a U.S. address.
9. If you live in Bryan or College Station, the county is ‘Brazos.’
10. Click “Add” or “Update” and make sure your newly entered address appears on your record and is correct.
Editing Your “Student Local/Current” Phone Number in the Howdy Portal

1. The “Student Local/Current” phone number should be the best number to use in order to contact you while you are inside the U.S. It is strongly preferred that you provide a U.S. phone number.

2. If you already have a “Student Local/Current” phone number entered and need to edit it, click on the pencil icon and you will be taken to a new screen to edit the content.

3. If you do not already have a “Student Local/Current” phone number entered and need to add it, you will first need to make sure you have a valid “Student Local Physical” address entered (use the instructions on page 1 of this handout).
   a. Then, click on “Add New” on the right and you will be taken to a new screen to edit the content.
   b. Scroll down to the “Phone Type” section, choose “Student Local/Current” from the drop-down menu, and then enter the phone number.

4. The Area Code field should be 3 digits and should not include any punctuation (Example: 979 is the area code for most phones in the Bryan/College Station area, including ISS. The Phone Number field should be 7 digits and should not include any punctuation (Example: 8451824 is the ISS phone number).

5. Click “Add” or “Update” and make sure your newly entered phone number appears on your record and is correct.

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

Tips for writing a U.S. address:

- Do not include the apartment complex name when entering your “Student Local Physical” address. Address Line 1 should only include the Street Number, Street Name, and Apartment Number. See example below.
- Update your address within 10 days of moving to a new residence.
- Do not use a P.O. Box as your Student Local Physical address in the Howdy Portal.
- 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, enter your address as
  
  Room Number, Residence Hall Name  
  College Station, TX 77840

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 |