Viewing and Updating your Address/Phone Number in Howdy

Only certain addresses that you can enter into the Howdy Portal will meet immigration requirements. They are the “International Permanent” address, “Student Local Physical” address, and the “Student Local/Current” phone number.

- The “International Permanent” address should be the foreign address outside the U.S. that you will be maintaining while you are studying in the U.S.
- The “Student Local Physical” address should be the address where you PHYSICALLY RESIDE inside the U.S. The U.S. address must be entered correctly according to U.S. Postal Service address standards so that it can be updated on your SEVIS record.
- 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.

This document is divided into three sections. Each section is hyperlinked for your convenience. You may click each section using your mouse cursor to be directed to the section in the document. These sections are:

1. Viewing your Address and Phone Number in the Howdy Portal
2. Editing or Adding your Address(es) and Phone Number in the Howdy Portal
3. Local Address and Phone Tips

Viewing Your Address and Phone Number in the Howdy Portal

Go to https://howdy.tamu.edu and select "Log in with your NetID to get started." On the following screen, you will be prompted for your NetID and Password. Enter them to complete the log-in process.

Once you have logged-in to your Howdy portal, locate the "My Profile" button.
After your profile loads, the top panel is Student Information. Click on the down-arrow on the far right to expand this panel.

Once the panel has been expanded, you will be able to see your personal student information such as your email, phone number, and birthday. We are looking for the "Bio Information" label and the pencil icon just to the right of it. Click the pencil icon to continue to the screen which will house all of your information.

Once inside the Bio Information page, you can "Add New" emails, phone numbers, and addresses, as well as update your addresses. To UPDATE your address, click on the pencil icon next to the address you wish to update. To ADD another address or phone number, you would click on "Add New" in the correct area.

You should verify that you have the necessary addresses displayed in Howdy. As a reminder, only certain addresses that you can enter into the Howdy Portal will meet immigration requirements. They are the “International Permanent” address, “Student Local Physical” address, and the “Student Local/Current” phone number.

- The “International Permanent” address should be the foreign address outside the U.S. that you will be maintaining while you are studying in the U.S.
- The “Student Local Physical” address should be the address where you PHYSICALLY RESIDE inside the U.S. The U.S. address must be entered correctly according to U.S. Postal Service address standards so that it can be updated on your SEVIS record.
- 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.
Editing or Adding Your Address(es) and Phone number in the Howdy Portal

Once inside the Bio Information page, you can "Add New" emails, phone numbers, and addresses, as well as update your addresses. To UPDATE your address, click on the pencil icon next to the address you wish to update. To ADD another address or phone number, you would click on "Add New" in the correct area. The image below will be useful for you to use to update or add a new address as discussed later in this learning content.

If you need to update an address that you have in Howdy, you will click the pencil icon underneath the address you wish to edit. Clicking the pencil icon will bring up a new interface where you will be able to edit the address your selected. Below is an image showing you a sample edit address window.

Once you have updated the address as needed, click Update and your address is updated.

If you need to Add an address for the first time in Howdy, you will click Add New in the address window. In the image below, we can see what the Add New Address selection shows.

Once you have updated or added an address and clicked Update or Add, you will receive a confirmation from the system that your actions have been saved. This will be a green message in the top right of the screen.
Please note: Some students have reported that they are receiving an error when updating their address. This error occurs due to the system finding a previous address of the same type with an overlapping date that is currently expired. If you receive this error you can indicate the “valid from” date as the same date you are submitting the address via Howdy. This should fix the issue. If you continue to have issues updating your address within Howdy, please email International Student Services as iss@tamu.edu.

Similarly, to update or add a Student Local Current phone number, you will either select the pencil icon to update or click Add New to add a new phone number. The image below shows a sample of what you will see for updating or adding a phone number.

Remember that for immigration purposes, ONLY the Student Local/Current phone type is acceptable for your U.S. phone number.
Local Address and Phone Number Tips

The “Student Local Physical” address should be where you physically reside – not your academic department or employment address.

1. **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.
2. **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.
3. **The “Student Local Physical” address must be a real street address:**
   - P.O. boxes are not acceptable.
4. **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.
5. **Only use Address Line 1 when entering your “Student Local Physical” address into the Howdy Portal.**
6. **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.
7. **If you live in Bryan or College Station, the county is ‘Brazos.’**
8. **Click “Add” or “Update” and make sure your newly entered address appears on your record and is correct.**

**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.
- **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.**
- **Find the U.S. State abbreviation and/or City zip code at [https://tools.usps.com/go/ZipLookupAction_input](https://tools.usps.com/go/ZipLookupAction_input).**
- **If you live in an on-campus residence hall, enter your address as:**

   
   **Street Address**  
   **Room Number, Residence Hall Name**  
   **College Station, TX ######**

Below we have provided an example on how to properly address an envelope in the United States:

![Example of Addressing an Envelope]

**Top Left:** Line 1: Sender Name  
Line 2: Street Number, Street Name, Apartment Number  
Line 3: City Name, State (abbreviation), Zip Code  

**Top Right:** Postage Stamp

**Middle:** Line 1: Recipient Name and Address  
Line 2: Street Number, Street Name, Apartment Number  
Line 3: City Name, State (abbreviation), Zip Code

**Tips when 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. **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).
3. **Do not use extension as part of your phone number**
4. **Do not place your entire local phone number in "International Access"**