

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.

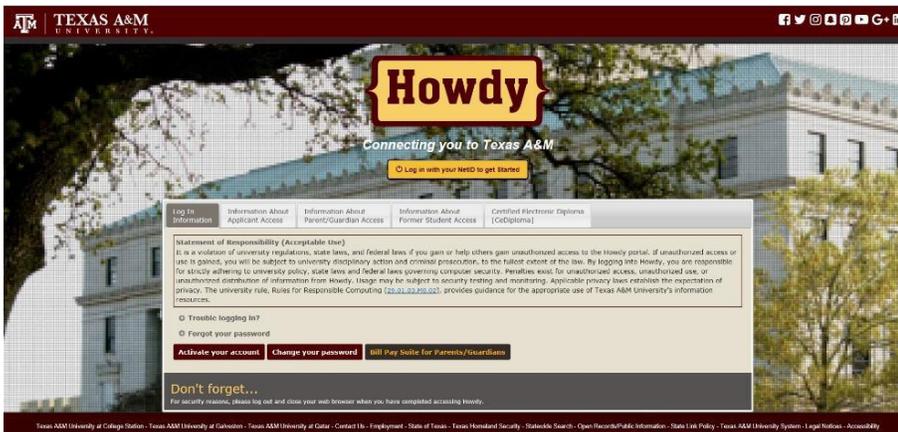
- The “**International Permanent**” address should be the **foreign address outside the U.S.** that you will be maintaining while you are studying in the U.S.
- The “**Student Local Physical**” address should be the address where you **PHYSICALLY RESIDE** inside the U.S. The U.S. address must be entered 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

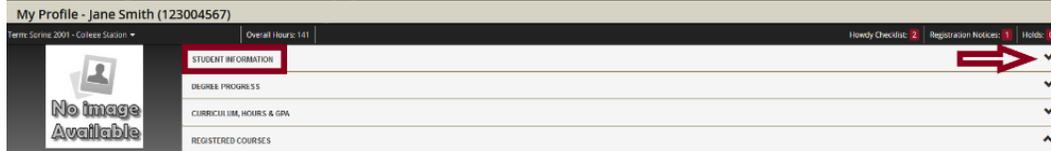
Go to <https://howdy.tamu.edu> and select "Log in with your NetID to get started." On the following screen, you will be prompted for your NetID and Password. Enter them to complete the log-in process.



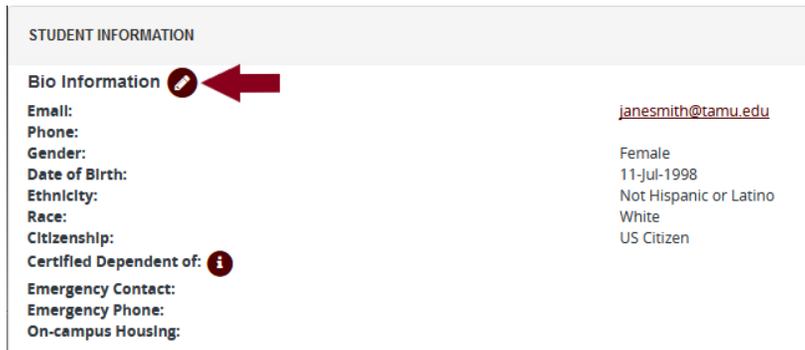
Once you have logged-in to your Howdy portal, locate the "My Profile" button.



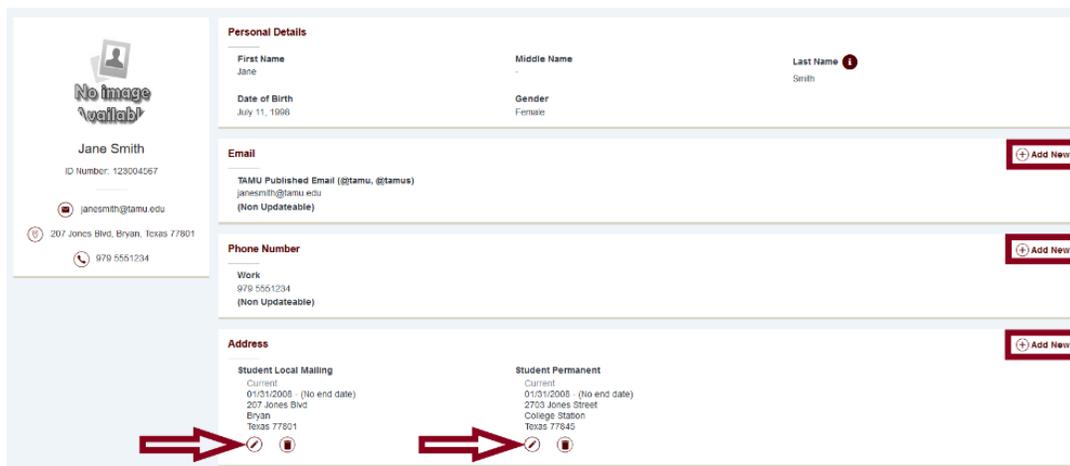
After your profile loads, the top panel is Student Information. Click on the down-arrow on the far right to expand this panel.



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.

The screenshot shows the Bio Information page for Jane Smith. The page is divided into several sections: Personal Details, Email, Phone Number, and Address. Each section has an "Add New" button. The Address section contains two entries: "Student Local Mailing" and "Student Permanent". Red arrows point to pencil icons under each address entry, indicating where to click to edit an address.

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 you selected. Below is an image showing you a sample **edit address** window.

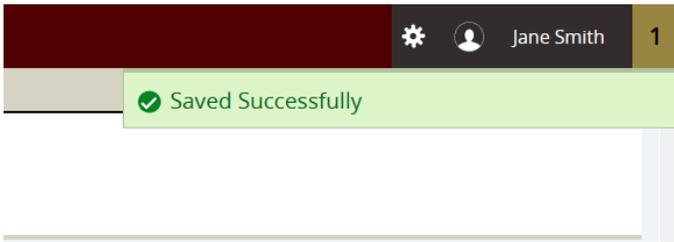
The "Edit Address" window is a modal form with the following fields: Type of Address (Student Local Physical), Valid From (01/31/2008), Valid Until (MM/dd/yyyy), Address Line 1 (2703 Jones Street), Address Line 2 (Enter Address Line 2), Address Line 3 (Enter Address Line 3), City (College Station), State/Province (Texas), County (Brazos), Zip/Postal Code (77845), and Country (United States). A red arrow points to the "Update" button at the bottom right.

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.

The "Add Address" window is a modal form with the following fields: Type of Address (Select Address Type), Valid From (MM/dd/yyyy), Valid Until (MM/dd/yyyy), Address Line 1 (Enter Address Line 1), Address Line 2 (Enter Address Line 2), Address Line 3 (Enter Address Line 3), City (Enter City), State/Province (Select State), County (Select County), Zip/Postal Code (Enter Zip Code), and Country (Select Country). A red arrow points to the "Add" button at the bottom center.

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.

A screenshot of a form titled 'Add Phone Number' with a close button (X) in the top right corner. The form contains the following fields:

- Phone Type:** A dropdown menu with the text 'Select Phone Type' and a downward arrow.
- Phone Number:** Three input fields labeled 'Area Code', 'Phone Number', and 'Extension'.
- International Access Code and Phone Number:** A single input field labeled 'International Phone Number'.
- Two checkboxes: 'Primary' and 'Unlisted'.

At the bottom of the form is a dark red bar with the word 'Add' in white text.

Remember that for immigration purposes, **ONLY** the **Student Local/Current** phone type is acceptable for your U.S. phone number.

A screenshot of the 'Add Phone Number' form, showing the 'Phone Type' dropdown menu open. The dropdown menu has a search bar at the top with a magnifying glass icon. Below the search bar, there is a list of phone types:

- Cell / Mobile
- Parent/Guardian 1
- Parent/Guardian 2
- Student Local/Current (highlighted with a red arrow pointing to it)
- Student Permanent

At the bottom of the form is a dark red bar with the word 'Add' in white text.

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:

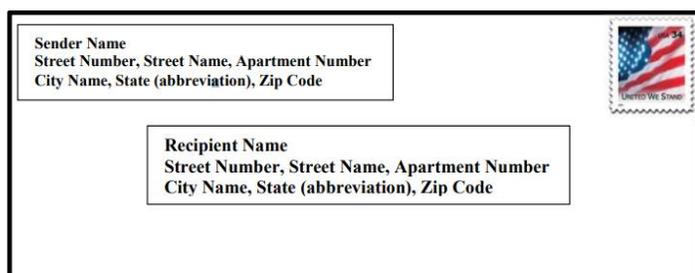
- **Do not include the apartment complex name when entering your “Student Local Physical” address.**
 - Address Line 1 should only include the Street Number, Street Name, and Apartment Number.
- **Update your address within 10 days of moving to a new residence.**
- **Do not use a P.O. Box as your Student 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 .**
- **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:



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"**