



# Updating Your Address & Phone

## International Student Services – Texas A&M University

To be compliant with U.S. immigration rules, F-1 and J-1 students must always keep an international address (outside the U.S.), a U.S. address, and a U.S. or international phone number up-to-date in the Howdy Portal. 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. If your addresses in the Howdy Portal are expired or are entered incorrectly so that they 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 addresses have been corrected.

Only the **“International Permanent” (“IN”)** address, **“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 **“International Permanent” (“IN”)** address, **“Student Local Physical”** address, and **“Student Local/Current”** phone number in the Howdy Portal. The **“International Permanent” (“IN”)** 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 **“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.

**Note: Do not enter any special characters into any of the address fields in the Howdy Portal.**

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

1. Go to <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 BOTH an up-to-date and accurate **“Student Local Physical”** address type AND an up-to-date and accurate **“International Permanent”** address type

### Editing or Adding 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.

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## Editing or Adding Your “International Permanent” Address in the Howdy Portal

1. The “**International Permanent**” address should be the foreign address that you will be maintaining while you are studying in the U.S. This could be the address for a family member if you do not personally own property outside of the U.S.
2. If you already have an “**International Permanent**” 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 an “**International Permanent**” address entered and need to add it, click on “Add new” on the right and use the drop-down menu to Insert an “**International Permanent**” address.
4. Enter a date in the “**Valid From**” field – This can be today’s date or the date you started residing at this address.
5. The “**Valid Until**” field is not required – You may leave this blank or you can enter any current or future date. **If the date entered into this field expires, your record will appear as though you do not have a valid “International Permanent” address until a new address has been entered.**
6. Click “**Add**” or “**Update**” and make sure your newly entered address appears on your record and is correct.

## Editing or Adding 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](mailto:iss@tamu.edu) after you have updated your address/phone in the Howdy Portal to request that the registration hold be 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.
- 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  
*Room Number, Residence Hall Name  
College Station, TX 77840*

### How to properly address an envelope in the United States:

The diagram shows a rectangular envelope with a black border. In the top-left corner, there is a box for the sender's information: "Sender Name", "Street Number, Street Name, Apartment Number", and "City Name, State (abbreviation), Zip Code". In the top-right corner, there is a postage stamp featuring the American flag and the text "UNITED WE STAND". In the center of the envelope, there is a box for the recipient's information: "Recipient Name", "Street Number, Street Name, Apartment Number", and "City Name, State (abbreviation), Zip Code".