Maintaining Your Address Information in SIS

All Tufts University international students are **REQUIRED** by USCIS to maintain an accurate **permanent** (foreign) address, an accurate local U.S. address and U.S. phone number.

Neglecting to update your LOCAL ADDRESS and HOME ADDRESS in SIS can place you "out of status" and result in harsh immigration penalties.

In order to update SIS with the required information, please follow the instructions below and update this information whenever it changes.

If you are a student living **off-campus**, you must have an accurate **Local address** and a **Home address** in SIS at all times.

*For students living in on-campus dormitories: your **local US address** (**DORM** address) should be automatically filled in within SIS. Please verify the information is correct. You still need to ensure your **permanent (foreign) address** is listed and accurate.

Log in to SIS to make the following changes:

Instructions to Update your Address in SIS

1. To check which addresses you currently have listed, you can click on "More Addresses." To edit or add addresses, click on the Pencil icon next to Address under the ABOUT ME tab.



2. Your **Home** address in SIS is your **permanent (foreign) address**. Remember, if you have a **Dorm** address this is considered your **local US address**. If you do not live in a dorm, you must **add or edit your local address** and maintain its accuracy. To edit or add an address, click on either Pencil Icon or the "ADD A NEW ADDRESS" button. Follow the U.S. address format for LOCAL Address:

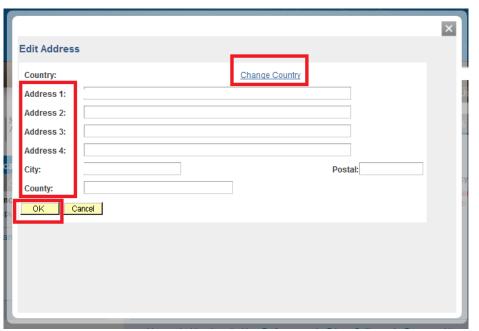
Street Number Street Name, Apt. # City, State, Zip code

Examples:

20 Sawyer Avenue Medford, MA 02155 123 Main St., Apt #22 Boston, MA 02111 444 Winthrop St.

Land View Apartments, 3rd FI, Unit

45

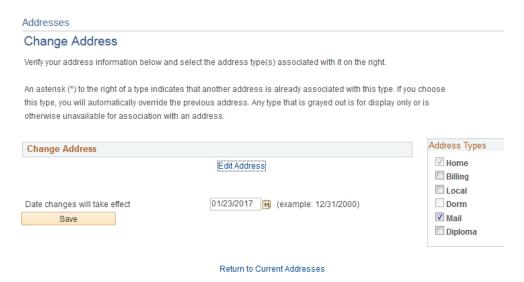


Click on "Change Country" and select the country you need (Local will always be United States). Fill in the appropriate lines as accurately as you can. Use the multiple address lines as needed. Click OK.

3. The address you just entered should appear underneath "Change Address." Confirm it is accurate and under "Address Types" be sure to select which type of address this will be. "Local" stands for Local and is the local US address required by USCIS. If you do not have a dorm you must have a Local address. Your Dorm will automatically fill in from ResLife. Click "SAVE" when you are finished.

You can repeat this process for any and all address types.

Remember, you need to have both a Local OR dorm address AND a Home (permanent/foreign) address.



Instructions for Adding/Removing Emergency Contacts

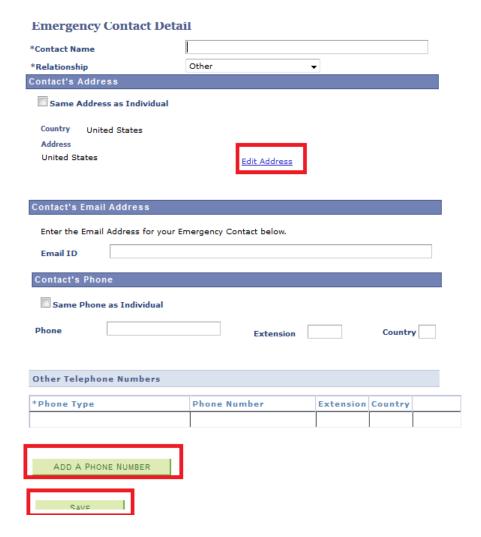
1. From the "ABOUT ME" tab, click on the Pencil next to Emergency Contact.



2. Click on the "ADD AN EMERGENCY CONTACT" button.



3. Fill in the appropriate fields with your Emergency Contact's information. To change the country and input an address, click on "Edit Address" and make the necessary changes. As much information as you can provide is helpful in the event of an emergency. To add a phone number, click the "ADD A PHONE NUMBER" button. When you are finished, click on the "SAVE" button.



Instructions to Update your Phone Number in SIS

1. To edit or add a phone number click on the Pencil icon next to Phone under the ABOUT ME tab.



- Confirm if your existing phone numbers are accurate and edit them if not in the boxes. You must have a U.S. phone number in your record in the following format: xxx-xxx-xxxx; i.e. 781-555-5555.
 Make sure that you select the appropriate category for your phone number: mobile, home, local. It is preferred that you add a mobile number.
- 3. Click "Save" to save any changes. To add a new phone number, click on "Add a Phone Number". After clicking "Add a Phone Number", you will see a new blank row. Add your number into the boxes and click "Save" to save your new number.

