

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.



The screenshot shows the 'ABOUT ME' tab in the SIS system. At the top, there are four tabs: 'ABOUT ME' (selected), 'CLASSES', 'FINANCIAL AID', and 'BILLS & BALANCES'. Below the tabs, there is a section for 'ID#' with a pencil icon. The main content area is divided into three columns. The first column is labeled 'Address' and has a pencil icon next to it. It contains two entries: 'Home' and 'Mailing'. A red arrow points to the 'Home' entry. The second column is labeled 'Email' and has a pencil icon next to it. It contains two entries: 'Campus' and 'Other'. The third column is labeled 'Emergency Contact' and has a pencil icon next to it. It contains one entry: 'No emergency contact information provided'. At the bottom left, there is a link labeled 'More Addresses'. At the bottom right, there is a link labeled '@tufts.edu'.

Address	Email	Emergency Contact
Home	Campus	No emergency contact information provided
Mailing	Other	

More Addresses

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 Fl, Unit
45

Addresses

View, add, change or delete an address.

Address Type	Address	
<u>Home</u>		
<u>Dorm</u>		
Mail		

Add a new address

Change a future address

Edit Address

Country:

[Change Country](#)

Address 1:

Address 2:

Address 3:

Address 4:

City:

Postal:

County:

OK

Cancel

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.

Addresses

Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Change Address

Edit Address

Date changes will take effect
Save

01/23/2017

BY

(example: 12/31/2000)

Address Types

- ☒ Home
- ☐ Billing
- ☐ Local
- ☐ Dorm
- ☒ Mail
- ☐ Diploma

Instructions for Adding/Removing Emergency Contacts

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

ABOUT ME

CLASSES

FINANCIAL AID

BILLS & BALANCES

ID#:

Address

Home

Mailing

[More Addresses](#)

Email

Campus

Other

Phone

Mobile

Home

Emergency Contact

No emergency contact information provided

Haven

|

Housing

|

User Preferences

|

Privacy Settings

|

Demographics

|

Ethnicity

2. Click on the “ADD AN EMERGENCY CONTACT” button.

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

No current emergency contact information found.

ADD AN EMERGENCY CONTACT

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.

Emergency Contact Detail

*Contact Name	<input type="text"/>			
*Relationship	Other ▼			
Contact's Address				
<input type="checkbox"/> Same Address as Individual				
Country	United States			
Address	United States			
Edit Address				
Contact's Email Address				
Enter the Email Address for your Emergency Contact below.				
Email ID	<input type="text"/>			
Contact's Phone				
<input type="checkbox"/> Same Phone as Individual				
Phone	<input type="text"/>	Extension	<input type="text"/>	Country <input type="text"/>
Other Telephone Numbers				
*Phone Type	Phone Number	Extension	Country	

ADD A PHONE NUMBER

SAVE

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.

The screenshot shows the 'ABOUT ME' tab in the SIS system. The 'Phone' section is highlighted, and a red arrow points to the pencil icon next to the 'Phone' label, indicating where to click to edit or add a phone number. The 'Phone' section includes fields for 'Mobile' and 'Home' numbers. Other sections visible include 'Address', 'Email', and 'Emergency Contact'.

2. 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.

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

When entering international phone numbers, please use spaces instead of hyphens or dashes between groupings.

*Phone Type	*Telephone	Ext	Country	Preferred	
Mobile				<input checked="" type="checkbox"/>	
Home				<input type="checkbox"/>	

Add a Phone Number

Save

* Required Field