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. Your local U.S. address in SIS is categorized as Current address.

Neglecting to update your CURRENT 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 Current address and a Home address in SIS at all times.

*For students living in on-campus dormitories: your local U.S. 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 U.S. address**. If you do not live in a dorm, you must **add or edit your current 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:

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

- 20 Sawyer Avenue
- 123 Main St., Apt #22
- 444 Winthrop St.
- Medford, MA 02155
- Boston, MA 02111
- Land View Apartments, 3rd Fl, Unit 45
- Somerville, MA 02144

Click on “Change Country” and select the country you need (Local or Current will always be United States). Fill in the appropriate lines as accurately as you can. Use the multiple address lines as needed. Click OK.
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. “Current” stands for Local and is the local U.S. address required by USCIS. If you do not have a dorm you must have a Current 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 Current 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.
Emergency Contact Detail

*Contact Name

*Relationship

Contact’s Address

- [ ] 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

Contact’s Phone

- [ ] Same Phone as Individual

Phone

Extension

Country

Other Telephone Numbers

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Phone Number</th>
<th>Extension</th>
<th>Country</th>
</tr>
</thead>
</table>

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.

2. Confirm if your existing phone numbers are accurate and edit them if not in the boxes. **You must have at least one phone number in your record.** If you are providing a U.S. phone number please use 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.