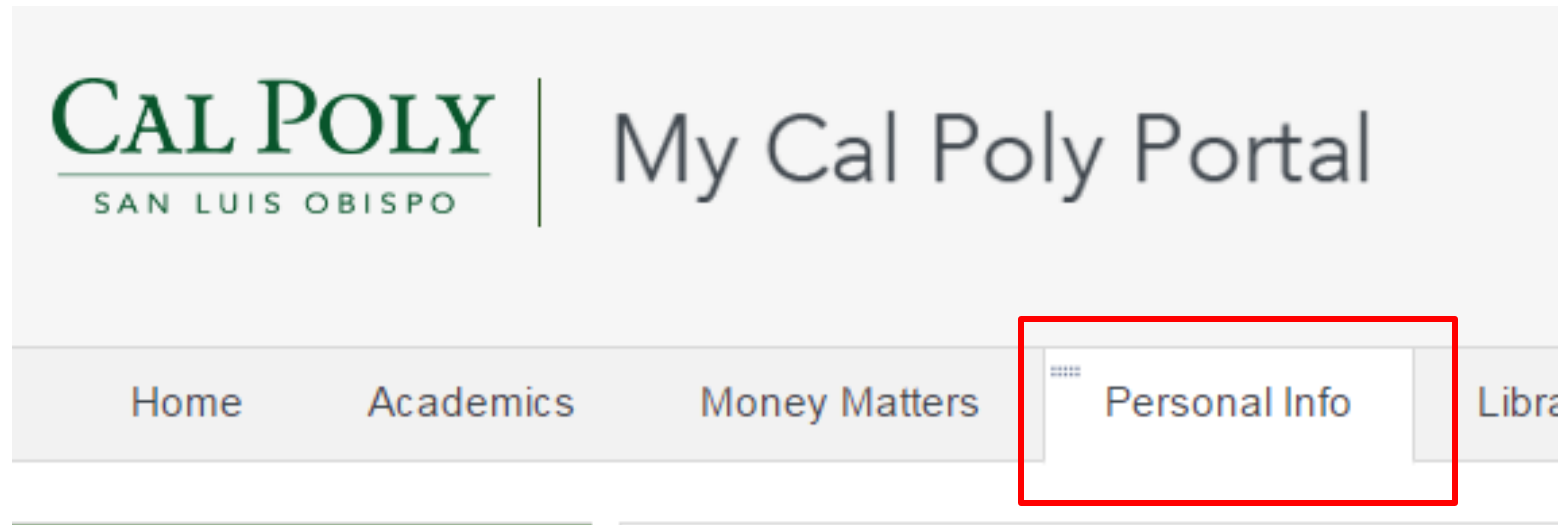


Address reporting – why so important?

- **Current Physical Residence** is used to report to SEVIS and is required to have your local address (where you are living) the whole time you are in F-1 or J-1 visa status.
- **SEVIS Foreign Address** is required for F-1 students to be kept current in SEVIS
- **Mailing Address** is required to be a U.S. address while you are enrolled in the Cal Poly international student health insurance AND if you work on campus this is used to send your W-2 wage report form which you will need to submit your tax return.

Update your personal information



Personal Info tab





- Change your password
- Change your Preferred Name
- Look up Cal Poly ID Number
- Change Email Delivery Address (EDA)

Personal Info

Cal Poly Password

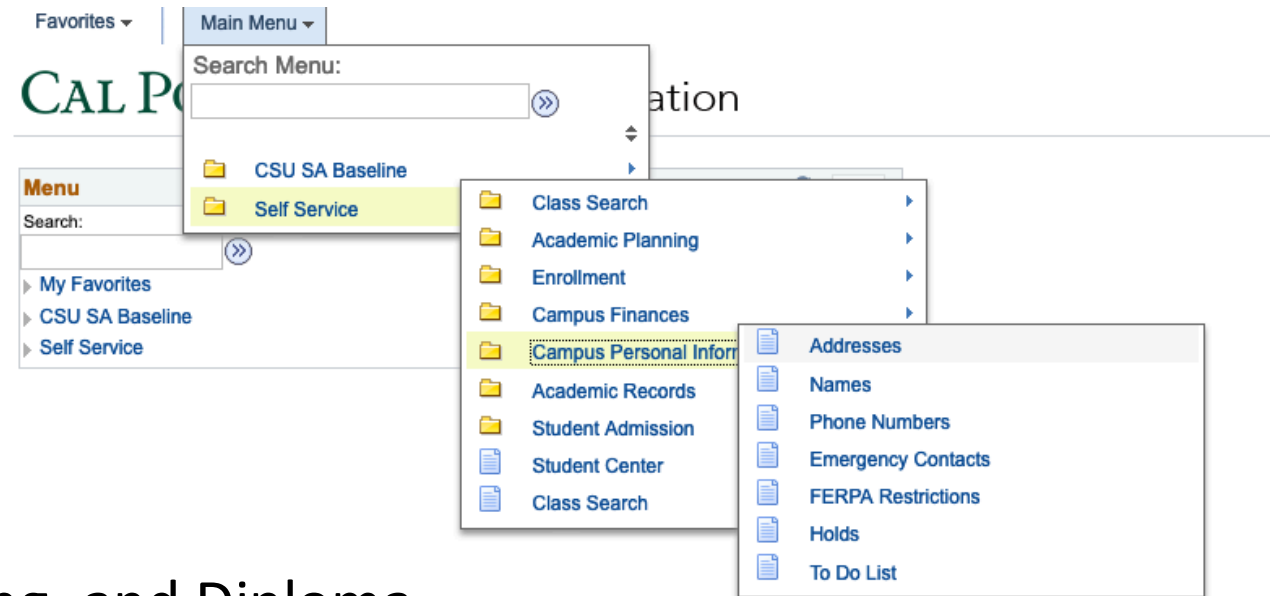
Change Password Expires December 06, 2016 (99 days)

My Info



 Primary Name:	Susan L. Tripp	Info
 Preferred Name:	Susan Tripp	Edit
 Poly EmplID:	012345678	
 Email Address:	All email sent to sltripp@calpoly.edu will be delivered to Office 365	Edit

Update Addresses in the Student Center

- In My.CalPoly.edu, go to your Student Center
- At the top, click on Self Service > Campus Personal Information > Addresses
- You will see all of your addresses
- You can add and edit a Home, Mailing, and Diploma addresses
- You cannot edit the Dorm, Permanent, SEVIS Foreign or SEVIS Domestic addresses



Update Addresses in the Student Center

	Current	555 Ramona Drive, Apt. 10	Edit
	Physical Residence:	San Luis Obispo, CA 93405	
	Mailing	555 Ramona Dr., Apt. 10	Edit
	Address:	San Luis Obispo, CA 93405	

Update Addresses in the Student Center

Current Physical Residence and Mailing Address

Susan Tripp

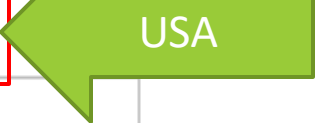
Addresses					
Address Type	Status	As Of	Country	Address	
Home	Current	08/29/2016	USA	555 Ramona Drive, Apt. 10 San Luis Obispo, CA 93405	Edit
Mailing	Current	08/29/2016	USA	555 Ramona Dr., Apt. 10 San Luis Obispo, CA 93405	Edit

Home Address Type should contain your current physical residence

Update Addresses in the Student Center

- Must have U.S. Address for Home/Current Physical Residence
- Be sure to include an apartment number if applicable
- Do NOT use a future date this first time


Edit Current Physical Residence Address

Country: [Change Country](#)  USA

Address 1:


Address 2:

Address 3:

City: State:  Leave Blank

Postal:

County:

On this date:  (example: 01/31/2000)

Update Addresses in the Student Center

- Mailing address must be a U.S. address
- OK to use the same as your Home address

Current Physical Residence and Mailing Address

Susan Tripp

Addresses					
Address Type	Status	As Of	Country	Address	
Home	Current	08/29/2016	USA	555 Ramona Drive, Apt. 10 San Luis Obispo, CA 93405	Edit
Mailing	Current	08/29/2016	USA	555 Ramona Dr., Apt. 10 San Luis Obispo, CA 93405	Edit




Home Address Type should contain your current physical residence

Update Addresses in the Student Center


- **Note:** The My.CalPoly.edu web portal updates overnight so you will not see the address changes reflected right away.
- VIEW ONLY ACCESS:
 - **SEVIS Foreign Address** – notify the International Center via Email if your home country address has changed.
 - **SEVIS Domestic Address** – notify the International Center if your SEVIS Domestic Address does not match your Current Physical Residence (Home) Address. (Should match within 2 weeks or so).

Other updates

- Update Phone number
- Emergency Contacts
- Poly Alert contact number
- Authorize ASI access

	Phone Number:	805/756-7535	Edit
	Emergency Contacts:	Arredondo,Rene (primary)	Edit
	POLYALERT Contacts:	(805) 555-8770	Edit

Personal Settings

 I have authorized the university to release my information to ASI.[Change](#)