How to Update Your Contact Information

1. Log on to http://myuw.uw.edu/ with your UW NetID and password.

2. Click on your UW Net ID in the top left corner to go to “Profile” page.

3. Click on “Change Address” link.

   a) Delete your home country address information and b) change the country to United States.
5. **Prepare** your Seattle-area address for government validation.

**WARNING!**
Format mistakes or wrong information in your address will block your new student check-in from being accepted by the U.S. government, and cause serious immigration problems!

a. **Check** examples of correctly written addresses
b. If you live off-campus, **confirm** your correct address format using the link to the United States Postal Service ZIP Code Lookup.

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**Image:**
Change of Address

1. **Directory Release**

2. **Local Address**
6. **Enter** your local Seattle-area address

**Living On Campus**

- a) **Choose Residence Hall** from drop-down menu.
- b) Type your room number into **Room#**.
- c) **Do not** enter more information.
  - When you save, blank fields will update with the correct street, city, and Zip/Post Code for your residence hall.

**Living Off Campus**

**WARNING:**
Your address must exactly match the [U.S. Post Office’s database](https://www.usps.com) to successfully be verified by the U.S. government. Confirm address before entering any information.

- a) Do not enter any information in **Residence Hall** or **Room#** fields.
- b) Type address into **Street (top line)**
  - **Street (bottom line)** is optional.
  - Use **Street (bottom line)** for unofficial information like apartment name
  - i. Examples: “Bridges@11th”; “The Allegro”
- c) If you have an apartment or unit number type into **Apartment#** field
- d) Type **City**
- e) Choose **State** from drop-down menu
- f) Type **Zip/Post Code**

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Undergraduates: Ask your Orientation Leader for help
Graduates: Ask staff/advisors in your department/program for help.
7. **Enter** your U.S. phone number

- F-1 students must share their U.S. telephone number with the government, or confirm that they **do not have a telephone**.
- J-1 students must enter a number. J-1 students must provide an alternate number if they do not have a personal U.S. telephone number.

![2. Local Address](image)

8. **Confirm** Permanent Address

If your permanent address is incorrect, update your address using our online form

- Your permanent address must always be an address outside the U.S.
- You can report a family home if necessary.

9. **Scroll** and **Submit**

Once finished, scroll down to the bottom of the screen and **click the submit address change button**.

![6. Parent Address](image)