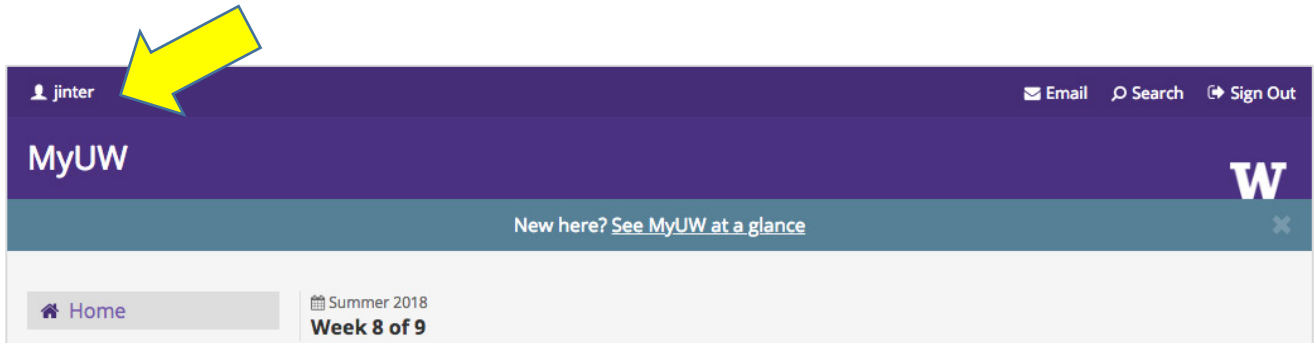
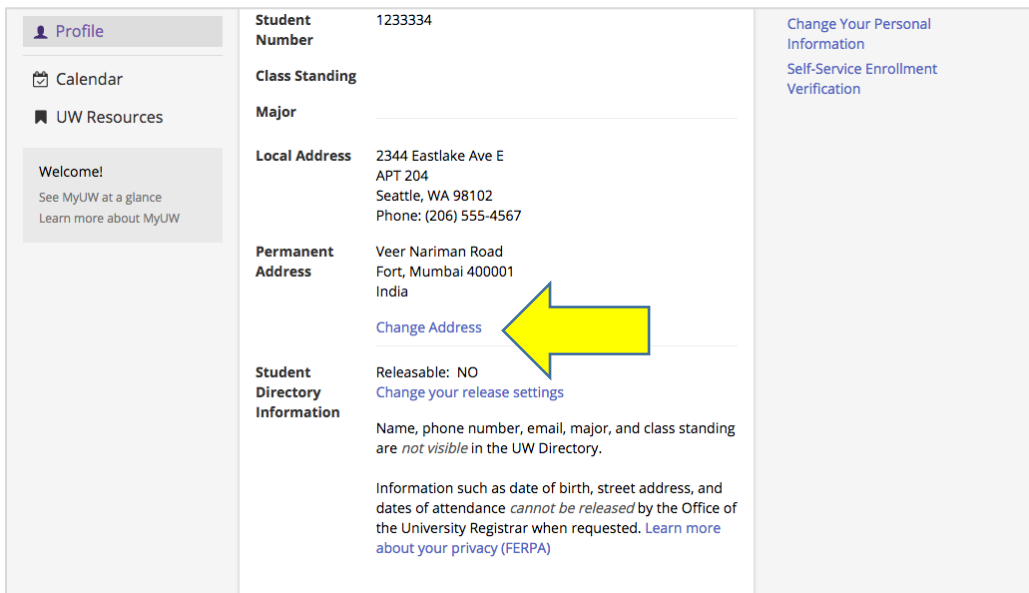


How to Update Your Contact Information

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.



4. Clear old information.
 - a) Delete your home country address information and b) change the country to United States.

2. Local Address a) Deleted home country information and b) changed country to United States.
Ready for next step.

Residence Hall Room#

Apartment#

Street

City

State / Province

Zip / Post Code

Country

Phone Number - -

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.

Change of Address

Use this service to change the addresses provided to the Student Directory and used by the Office of the Registrar, Office of Student Financial Aid, Student Fiscal Services and other departments and offices.

NOTE: Student employees: you should also use [Employee Self-Service \(ESS\)](#) to update your address in the UW Payroll and Human Resources system.

1. Directory Release a)

The University of Washington may release your name and address and other directory information to anyone unless you restrict that release. Restricted students enrolled at the University will not be released to external organizations except when released by statute. University departments and the UW Alumni Association may use such rosters in support of programs designed for students. Please refer to the description of [your directory information](#) if you have any questions.

Yes, okay to release directory information

No, my directory information must not be released or included in the Student Directory

Before changing your address, please [check the following examples](#) that show proper address formatting, including military and international addresses. If you are not sure what your ZIP Code is, please check the [United States Postal Service's ZIP Code Lookup](#) before changing your address.

2. Local Address b)

Residence Hall Room#

Apartment#

Street

City

State / Province

Zip / Post Code

Country

Phone Number - -

6. Enter your local Seattle-area address

Living On Campus

- Choose **Residence Hall** from drop-down menu.
- Type your room number into **Room#**.
- 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.

2. Local Address

Residence Hall	(none) a) v	Room#	b)
Apartment#	<input type="text"/>		
Street	<input type="text"/>		
City	<input type="text"/>		
State / Province	(none) v		
Zip / Post Code	<input type="text"/>		
Country	UNITED STATES v		
Phone Number	<input type="text"/> - <input type="text"/> - <input type="text"/>		

Living Off Campus

WARNING:

Your address must exactly match the [U.S. Post Office's database](#) to successfully be verified by the U.S. government. Confirm address before entering any information.

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

2. Local Address

a) do not enter	(none) v	Room#	<input type="text"/>
Apartment#	c) <input type="text"/>		
Street	b) <input type="text"/>		
City	d) <input type="text"/>		
State / Province	(none) e) v		
Zip / Post Code	f) <input type="text"/>		
Country	UNITED STATES v		
Phone Number	<input type="text"/> - <input type="text"/> - <input type="text"/>		

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!

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

Residence Hall Room#

Apartment#

Street

City

State / Province

Zip / Post Code

Country

Phone Number - -

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

Parent name First Last

Apartment#

Street

City

State / Province

Zip / Post Code

Country

Phone Number - -