How to Update Your Contact Information

1. **Log on** to [http://myuw.uw.edu/](http://myuw.uw.edu/) with your UW NetID and password.

2. **Click** on “Profile” in the left menu.

3. **Click** on “Change Address” link.

4. **Clear** old information.
   - **a)** **Delete** any old 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.
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.
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 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 or CIRCLE for help
Graduates: Ask staff/advisors in your department/program or CIRCLE for help.
7. **Enter** your U.S. phone number

- F-1 students must either:
  a) enter a U.S. phone number
  or
  b) Submit a Contact Information Update request form in MyISSS with the “No phone numbers” box checked

- J-1 students must enter a local U.S. phone number. J-1 students must provide an alternate number if they do not have a personal U.S. telephone number.

8. **Scroll** and **Submit**

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