

U.S. Department of Homeland Security Address and Phone Number Notification Requirement

- [SEVIS Address](#)
- [Current Address](#)
- [Permanent Address](#)
- [Phone Number](#)

SEVIS Guidelines for F and J visa holders

SEVIS guidelines require the following addresses and phone numbers to be properly reported and formatted:

For F-1 students: your SEVIS address, your current address, your permanent address, and your current phone number.

For J-1 students, scholars, and employees: your SEVIS address, your current address and your current phone number.

Your SEVIS Address must be your current or most recent address **in the US**.

Your CURRENT Address must be where you are living now. **If you are in the U.S. now, your current and SEVIS addresses will be the same.**

Your PERMANENT Address must be your address in your HOME COUNTRY.

Your CURRENT ADDRESS VOICE Phone must be your 10-digit US phone number.

F-1 students *are not* required to report a U.S. phone number. **However, if you have a U.S. phone number, then it must be reported as your “Current Address Voice” phone.** This must follow the U.S. format of 123/456-7890. Non-U.S. phone numbers may be reported as Permanent or Mobile. (Do not use the international prefix on U.S. phones in the U.S.)

J-1 students and scholars *are* required to report a U.S. phone number. This must be reported as your “Current Address Voice” phone and follow the U.S. format of 123/456-7890. If you do not have a personal U.S. phone, then you may use your department phone.

How to enter your SEVIS address (your current or most recent address in the US)

1. Go to [Wolverine Access](#) [1] > Students > Student Business > Campus Personal Information > Addresses
2. Click Edit **SEVIS** Address (*or to add a new SEVIS address click ADD A NEW ADDRESS, enter your*

information following the instructions below, then check the box next to the SEVIS address type.)

3. Select Country from the drop down list. Click on "Choose Different Country" then click on "Change Country". Remember - SEVIS Address country must be USA.
4. Enter the address line(s), city, state and postal code. **If you live in a U-M residence hall, your dormitory address should be entered according to this example:**Address line 1: 1234 Tyler House

Address line 2: East Quadrangle

Address line 3: 701 E University

City: Ann Arbor

State: MI

Postal Code: 48109

Cmps Addr: RHClick "SAVE".**If you live in a house or apartment off-campus, or in**

Northwood:Address line 1: 1234 JONATHON CT APT 1

Address line 2: name of apartment complex or leave blank

- Do NOT ENTER a P.O. Box or UM department address.
- Do NOT use punctuation.
- Do NOT ENTER information in Address Line 3.
- Enter the city, state, and postal code.
- Before you click "SAVE", verify that your address meets federal Post Office standards at:
https://tools.usps.com/go/ZipLookupAction_input [2].
 - Input the address. If the USPS site provides a slightly different address than the one you entered, copy the address provided by USPS into Address Line 1 *Example:*If you entered:630 East Liberty Street, Apt. 1, Ann Arbor MI 48104And the result from the USPS website is:630 E LIBERTY ST APT 1
ANN ARBOR MI 48104Then, paste: 630 E LIBERTY ST APT 1 into Address Line 1
- Click "SAVE".

How to enter your CURRENT address:

1. Go to [Wolverine Access](#) [1] > Students > Student Business > Campus Personal Information > Addresses
2. Follow [these instructions](#) [3] to edit your current address or to add a current address.
3. **Remember that your current address is where you are living now.** For example, if you have left the United States during a vacation term or are studying remotely outside the U.S., your current address will not be a U.S. address.
4. Review all address fields, including City, State, and Postal, and type the address information exactly as it would appear on a mailing label.

How to verify and/or update your PERMANENT (outside of the US) address information in Wolverine Access:

1. Go to [Wolverine Access](#) [1] > Students > Student Business > Campus Personal Information > Addresses
2. Click Edit **Permanent** Address
3. Select country from the drop down list. Click on "Choose Different Country" then click on "Change Country". Remember the Permanent Address country cannot be USA.
4. Enter the address line(s)
 - Enter the street address in Address Line 1.

- o Enter additional address information on Address Line 2 if necessary.
 - o Do NOT enter a P.O. Box or departmental address in either line.
 - o Do NOT enter address information in Address Line 3.
5. Enter the city.
 6. Enter the state/region/province and postal code if these are part of mailing addresses for your country.
 7. Do not “future date” the address.
 8. Click “SAVE”.

How to verify and/or update your CURRENT ADDRESS VOICE Phone Number information in Wolverine Access:

1. Go to Wolverine Access > Students > Student Business > Campus Personal Information > Phone Numbers
2. Click "Add a new Phone Number". In the new row you just created, under the column named "Phone Type", click the drop down list and select "Current Address Voice". Type or copy your 10 digit U.S. phone number into this row.
3. For your "Current Address Voice" phone number, leave the “Ext” and “Country” boxes empty. For other phone types that are non-U.S. phone numbers, you may enter the International Country code (in the "Country" box).
4. SAVE.

The examples below show properly formatted U.S. phone numbers. You may report the same phone number under different “Phone Types.” For example, if your U.S. mobile phone number is (555) 555-5555, you could also report this as your “Current Address Voice”.

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Current Address Voice ▼	555/555-5555			<input type="checkbox"/>	delete
Mobile ▼	555/555-5555			<input type="checkbox"/>	delete
UM Work Address (First) Voice ▼	555/555-5555			<input type="checkbox"/>	delete
UM Work Address (Second) Voice ▼	555/555-5555			<input type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

* Required Field

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Current Address Voice ▼	555/555-5555		<input type="checkbox"/>	<input type="checkbox"/>	delete
Mobile ▼	555/555-5555		<input type="checkbox"/>	<input type="checkbox"/>	delete
UM Work Address (First) Voice ▼	555/555-5555		<input type="checkbox"/>	<input type="checkbox"/>	delete
UM Work Address (Second) Voice ▼	555/555-5555		<input type="checkbox"/>	<input type="checkbox"/>	delete

[ADD A PHONE NUMBER](#)

[SAVE](#)

* Required Field

[4]

Source URL: <https://internationalcenter.umich.edu/address-notification-requirement>

Links

[1] <https://wolverineaccess.umich.edu/>

[2] https://tools.usps.com/go/ZipLookupAction_input

[3] https://csprod.dsc.umich.edu/html/doc/eng/dftie/lisaa/htm/cc_ss_updateaddresses.html

[4] <https://internationalcenter.umich.edu/sites/default/files/field/image/phone.png>