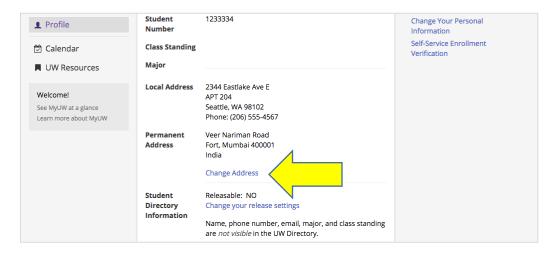# How to Update Your Contact Information

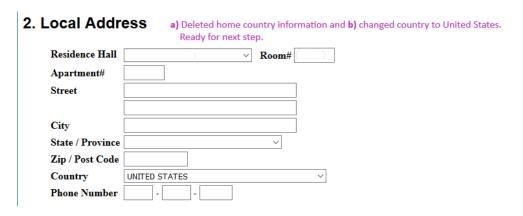1. **Log on** to http://myuw.uw.edu/ with your UW NetID and password.

2. **Click** on "Profile" in the left menu

3. **Click** on "Change Address" link.

4. **Clear** old information.

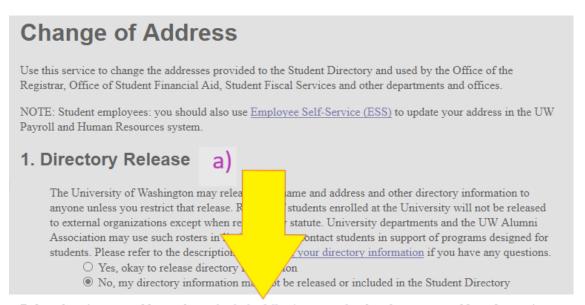   a) **Delete** any old information and **b) change** the country to United States.

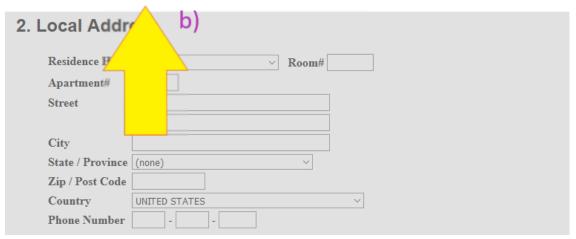5. **Prepare** your Seattle-area address for government validation.

> **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 relea___ ___ame and address and other directory information to anyone unless you restrict that release. R___ ___students enrolled at the University will not be released to external organizations except when re___ ___ statute. University departments and the UW Alumni Association may use such rosters in ___ ___ontact students in support of programs designed for students. Please refer to the descriptio___ ___your directory information if you have any questions.

○ Yes, okay to release directory ___on
◉ No, my directory information m___ ot 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 Addr___   b)

Residence H		Room#
Apartment#		
Street		
City		
State / Province	(none)	
Zip / Post Code		
Country	UNITED STATES	
Phone Number		

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.
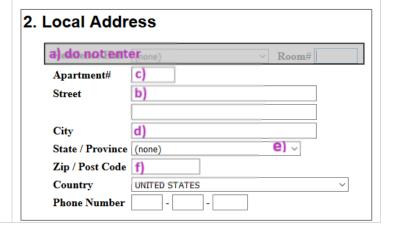

Living Off Campus

WARNING:

Your address must exactly match the U.S. Post Office's database to successfully by 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**
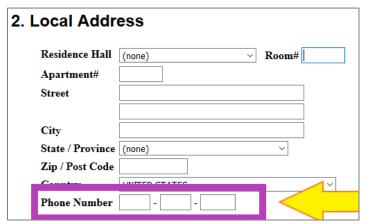e) Choose **State** from drop-down menu
f) Type **Zip/Post Code**

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 or CIRCLE for help
Graduates: Ask staff/advisors in your department/program or CIRCLE for help.

7. **Enter** your U.S. phone number

2. Local Address

Residence Hall	(none) ⌄ Room#
Apartment#	
Street	
City	
State / Province	(none) ⌄
Zip / Post Code	
Country	UNITED STATES ⌄
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 <u>must</u> 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**.

6. Parent Address

Parent name	First _____ Last _____
Apartment#	
Street	52-11282 CONTTONWOOD DR
City	MAPLE RIDGE
State / Province	BRITISH COLUMBIA ⌄
Zip / Post Code	V2X 8W8
Country	CANADA ⌄
Phone Number	___ - ___ - ___

Submit address change