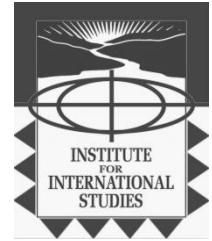


Reporting U.S.A. Address & Foreign Address for Immigration Purposes



Students and scholars on F-1 or J-1 visas are required to report their U.S.A. and permanent foreign address to Department of Homeland Security (DHS) through your Designated School Official/Responsible Officer (IIS Staff). U.S. immigration regulations require all J-1 and F-1 students to report a U.S.A. address for SEVIS purposes (no P.O. boxes) within 10 days of reporting to school and within 10 days of moving. Please e-mail John at jrg5874@lhup.edu or come to the IIS Office to make sure your SEVIS (immigration) record is updated:

UPDATING IMMIGRATION:

To update your addresses, you can stop into the office or e-mail John directly at jrg5874@lhup.edu with the following information:

- **LOCAL ADDRESS:** Used for SEVIS purposes and by an LHUP offices that need to mail you information about your program or student services. Below are examples of address depending on where you live:

Residence Hall (Ex: McEntire Hall)	Campus Village	Off-Campus
Your Full Name Name of Residence Hall Box or Room Number Lock Haven University Lock Haven, PA 17745	Your Full Name 500 W. Church Street Apartment Number Lock Haven, PA 17745	Your Full Name 324 West Main Street Apartment Number (if any) Lock Haven, PA 17745

- **FOREIGN PERMANENT ADDRESS:** This information will have been collected when you arrive for International Student Orientation. If your foreign permanent address changes after Orientation, you must come into the office or e-mail John immediately to update your SEVIS record.

UPDATING your local and foreign address in MyHaven:

This is to update the University's database.

1. Go to "MyHaven" at www.myhaven.lhup.edu
2. Log-in using your e-mail username and password
3. Once logged in, click "Personal Info" found next to your username at the top right-hand corner
4. Under Personal Info, click "Biographical Information"
5. ONLY update your address with your LOCAL information (U.S.A. address only). Any changes to your permanent address (home country) still needs to be reported to the IIS Office.

Questions about address changes for international students should be directed to the IIS Office. Please detach this sheet for your records and fill out the next sheet and return to the IIS.

PERSONAL & EMERGENCY CONTACT INFORMATION

(Please Print)

Name _____

Local Address _____

City _____ State _____ Zip _____

Cell Phone # _____ Home Phone # _____

Permanent Address - Home Country:

Name _____

Address _____

City _____ State/Province _____

Postal Code _____ Country Name _____

Home Phone # (with country code if known) _____

Emergency Contact in U.S.A. (if available):

Name _____ Relationship _____

Address _____

City _____ State _____ Zip _____

Cell Phone # _____ Home Phone # _____

Emergency Contact - Home Country:

Name _____ Relationship _____

Address _____

City _____ State/Province _____

Postal Code _____ Country Name _____

Home Phone # (with country code if known) _____

E-Mail _____