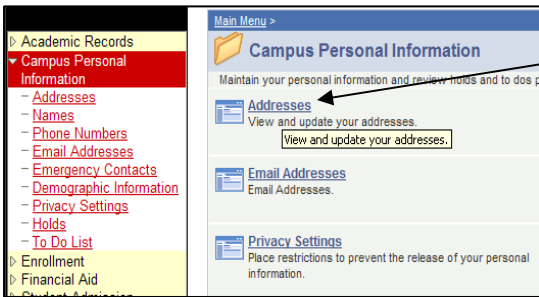


HOW TO UPDATE YOUR SEVIS ADDRESS IN PEOPLESOFT

Updating your SEVIS address in PeopleSoft ***DOES NOT guarantee*** your address is updated with Department of Homeland Security. After completing this process, **visit ISSSO** and <http://www.uscis.gov/addresschange> (**Form AR-11 online**) to update your records.

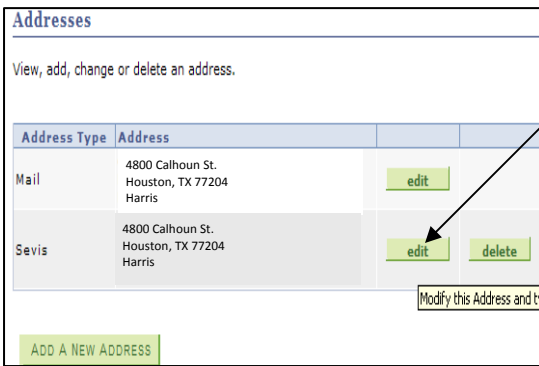
Fig. 1.1



STEP 1: LOCATE CAMPUS PERSONAL INFORMATION MENU.

Log-in to your PeopleSoft account (<http://my.uh.edu/>). Click on the UH Self Service Icon. Then Click on the “Campus Personal Information” hyperlink. This will pull up the Campus Personal Information menu. Next select the “Addresses” hyperlink. (see fig. 1.1)

Fig. 1.2

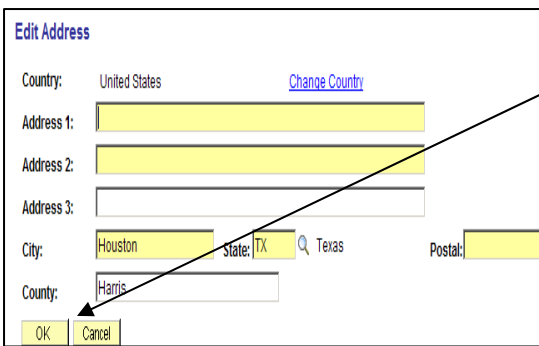


STEP 2: IDENTIFY SEVIS ADDRESS.

You will see a screen listing your different addresses. Locate the address associated with SEVIS. Click the SEVIS “edit” button. (see fig. 1.2)

If you are an international and do not have a SEVIS address listing in PeopleSoft, contact the International Student and Scholar Services Office, (713) 743-5065, to verify your SEVIS address.

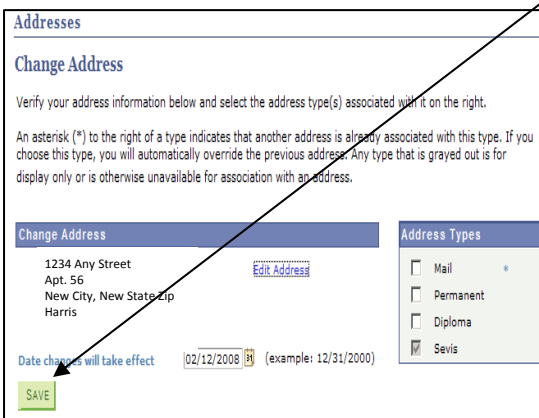
Fig. 1.3



STEP 3: EDIT SEVIS ADDRESS.

Type your updated address information into the text boxes. When you are finished editing your address, click the “OK” button. (see fig. 1.3)

Fig. 1.4



STEP 4: SAVE UPDATED ADDRESS.

You will now see a “Change Address” screen similar to the one in fig. 1.4; however, the information you entered in Step 3 should now display on the screen. Notice the grayed-out check box indicating the SEVIS selection. This indicates which address will be modified in Step 4.

At this time, if you would like to update your University “Mail”, “Permanent”, or “Diploma” addresses in addition to your “SEVIS” address; then check the desired “Address Types” box. When you save your “SEVIS” address, PeopleSoft can also apply your updates to any additional address types you select.

Finally, verify your updated address. If the address displayed is correct, then click the “Save” button. If your address still needs to be corrected, click the “Edit Address” hyperlink and repeat Step 3.

Fig. 1.5



STEP 5: CONFIRM CHANGES.

If the address change has been successful, you should see a screen similar to fig. 1.5, confirming your saved changes. Click the “OK” button and end your PeopleSoft session.