Immigration regulations require that all international students must report their **LOCAL/MAILING ADDRESS, PHONE NUMBER, AND PERSONAL EMAIL ADDRESS**. Please log into **My UNC Charlotte** and follow the steps outlined below. The ISSO will report it using the SEVIS government tracking system and activate your SEVIS record accordingly!

**Street Address**
MUST FOLLOW THE FORMAT BELOW:

Street number THEN Street name THEN Apartment number

- **For example:** 1234 University Terrace North Apt B.

**TYPE ALL INFORMATION INTO LINE 1 - DO NOT USE LINE 2.**

Please do not use any periods or special characters, do **not** use the name of your apartment complex (Ex: UT North, Ashford Green).

**City**
If you live in a suburb outside of Charlotte (for example: Huntersville, Harrisburg, Matthews), you must enter the name of that city rather than simply Charlotte.

**State**
NC for North Carolina

**Zip Codes**
Zip code field length is limited to 5 numbers. For example, the on-campus zip code is 28223.

Please note: Please use your residential address.

**Phone Number**
A US phone number is required. It must begin with a 3-digit area code (for example, 704 for Charlotte) followed by a 7-digit phone number.

**Updating your Local Mailing Address, Phone Number and Email Address:**

1. **Log into your ‘My UNC Charlotte’ account**
2. **Under ‘Academic Resources’ click on ‘Banner Self Service’**
3. **Click on ‘Personal Information’**
4. **Click on ‘Update Address(es) and Phone(es)’**
5. **Update ‘Local Mailing’ Address**
6. **If no ‘Local Mailing’ exists insert a new type of address**
7. **DO NOT enter a date in the ‘Until This Date’ section (leave it blank)**
8. **In the section ‘Nation’ for US addresses, select ‘Not Applicable’**
9. **DO NOT check the ‘delete this address’ box**
10. **In the section ‘Primary Phone Number’ enter your U.S. cell/mobile phone number (Do not enter 1 or +1).**
11. **In the section ‘Update Personal Email Address’ verify or update your personal email address.**
12. Click “Submit” and simply log out. The information will be saved.