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.