

OSCAR User Guide

How to Update the SEVIS Inside-US and SEVIS Outside US Addresses

Per US law, all persons in J-1 or F-1 non-immigrant classification must maintain an accurate and current address in SEVIS. At Georgia Tech, this is accomplished via the address update page in OSCAR. The instructions below detail how to create and update the required addresses.

Step 1: Log into OSCAR by selecting “Secured Access Login” at <http://oscar.gatech.edu>
Step 2: Select “Personal Information”

Georgia Tech Web Access System

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[[Personal Information](#) | [Student Services & Financial Aid](#) | [Campus Services](#)]

Welcome, Kinsey E. Wade, to the WWW Information System! Last web access on Jan 25, 2004 at 04:38 pm

THIS IS AN INFORMATIONAL MESSAGE ONLY. PLEASE READ CAREFULLY THEN PROCEED TO THE MENU OPTIONS LISTED BELOW. The options for viewing grades and transcripts will always be turned off during final grade processing. These options will be turned back on when grade processing is finished and academic standings have been reviewed.

 **Student Services & Financial Aid**
Register, View your academic records and Financial Aid

 **Personal Information**
View and Update Addresses; Change PIN and Security Question; View E-mail addresses; Update Emergency Contacts; Update Marital Status; Answer a Survey; View SEVIS data

 **Campus Services**
Sign up for direct deposit, meal plans, credit card payments, housing deposits, and accepted applicant deposits


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Step 3: Select “Update Address(es) and Phone(s)”

Georgia Tech Web Access System


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 **Personal Information**

If you would like for your hometown newspaper to receive notification for any term that you receive Dean's List or Faculty Honors, please do the following:

Click on Update Addresses and Phone Information. Select the "HOMETOWN NEWSPAPER" address type. Enter a "Valid From" date (just put today's date). Enter "OK TO SEND" on address line one. Enter the name of your hometown in the "City" field. Enter a State Code. Enter your Zip Code. Click the SAVE button.

[Change PIN](#)
[Change Security Question](#)
[Answer a Survey](#)
[View Address\(es\) and Phone\(s\)](#)
[Update Address\(es\) and Phone\(s\)](#)
[View E-mail Address\(es\)](#)
[View Emergency Contacts](#)
[Update Emergency Contacts](#)
[Update Marital Status](#)
[View SEVIS Data](#)
[View Student Exchange Visitor Information System \(SEVIS\) data](#)

Release: 5.2 



Question: Is the SEVIS Inside and Outside address displayed? If one or both are missing, follow step 4 below to insert a new address. To change the Inside or Outside address, click on the address name and go to step 5.

Step 4: Choose the type of address to insert

! All F-1 visa holders who will remain in the US after August 1, 2003 need to add two new addresses:
 1. SEVIS - Inside US: your physical address of where you live in the US. This is not a PO Box! We need a physical address.
 2. SEVIS - Outside US: this must be a foreign address.

Addresses and Phones

Forwarding	Phones
Current: May 02, 2003 to (No end date)	Primary: None Provided
Atlanta, Georgia 30313 Fulton	
Hometown Newspaper Current: May 15, 2002 to (No end date)	Provided
Select Billing Address Diploma Mailing Dist Learning Shipping Forwarding Hometown Newspaper Local Address Mailing Address Parents Address Permanent Address	
Permanent Address Current: Aug 01, 1999 to (No end date)	9344616
Cochran, Georgia	
Type of Address to Insert:	SEVIS - Inside U.S. SEVIS - Outside U.S.

Submit

Step 5: Enter data and Submit

SEVIS - Inside U.S.

Valid From This Date: MM/DD/YYYY

Until This Date: MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province: Not Applicable

ZIP or Postal Code:

County: Not Applicable

Nation: Not Applicable

Area Code:

Phone Number:

Extension:

International Access Codes:

Unlisted in Web Directory:

Delete this Address:

Phone Type	Area Code	Phone Number	Ext.	International Access Codes	Unlisted	Delete
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>

Submit Reset

Select a Different Address to Update