Updating your LOCAL and SEVIS address on My ASU
Updating your LOCAL and SEVIS Address

• When updating your address, please check only the address type you want to change. DO NOT select all addresses as shown in the picture to the side.

• the LOCAL address is your US address.
• the SEVIS Address must be outside U.S.
Updating LOCAL address

• Step 1: Log in to My ASU and click on Profile tab

Step 2: Click on the drop-down arrow next to “Addresses”
Updating Address

• Step 3: Click on “Manage your address(es)” (it will take you to another page where you can add or edit address(es))

Step 4: If you do not have a Local Address type, click on “Add a new address”
Updating LOCAL Address

• Step 5: It will take you to a new page to enter a new address. If you have a Local address, simply click on edit.

• Type in your local address.
  • Address 1 must include street number, street name, and Apt number.
  • PO box, university address, and business address cannot be listed.

• Click “Ok”
Updating LOCAL Address

- Click save once all changes have been made.
- Step 6: Click Ok to return to MyASU.
- You must update your address within 10 days of moving.
- The local address must be labeled LOCAL, not home or mailing.
Updating LOCAL Address

- Example of LOCAL Address:
- Address1: 1151 S Forest Ave APT 150
- City: Tempe
- State: AZ
- Postal: 85281
- please select only the ones you want to change and do not select all address types
Updating SEVIS Address

• Follow steps 1-4
• Step 5: It will take you to a new page to enter a new address. If you have a Local address, simply click on edit.
• To add an international address, make sure to Change Country first.
• Type in your home country address
• Click Ok
Updating SEVIS Address

• Click save once all changes have been made.
• Step 6: Click Ok to return to your MyASU.
• The SEVIS address must be labeled SEVIS Address only, not any other type of address (local, mail).
Updating SEVIS Address

- Example of SEVIS address: 123 High St. London E17 7LD United Kingdom.
- Address1: 123 High St. E17 7LD
- City: London
- Country: United Kingdom
- DO NOT select all types as the LOCAL address is your US address and the SEVIS Address is your home country address