

**UFFCL** International Admissions and Student Services Strategic Enrollment Management

International Students - Updating SEVIS address and Mobile Phone Numbers in E-Services

1. Access UHCL E-Services from go.uhcl.edu. Enter your UHCL network ID and password to log in. Click on the E-Services tile.



2. Click on the Personal Information tile.



## 3. Select Addresses

| E Personal Details              |   |
|---------------------------------|---|
| 🔀 Addresses                     |   |
| Contact Details                 |   |
| CP Emergency Contacts           |   |
| A Emergency Notification System |   |
| Privacy and Security            | ~ |
| No. 10 August 2015              |   |
| Settings                        | ~ |
| To Do List                      |   |
| <b>O</b> Holds                  |   |

4. Update your **SEVIS Address** to your new address in the United States. It currently shows the University address. Select the address to make changes.

| Sevis Address      |          |   |
|--------------------|----------|---|
| +                  |          |   |
| Address            | From     |   |
| 2700 Bay Area Blvd |          |   |
| Houston            | Querrant |   |
| TX 77058-1002      | Gurreni  | > |
| Harris             |          |   |

5. Type the new address in Address 1 box. If you live in an apartment, type your apartment number in the Address 1 box and the street number and street name in Address 2 box. The below address is an example.

| Cancel     | Edit Address        | Save |
|------------|---------------------|------|
| Туре       | Sevis               |      |
| *Country   | United States Q     |      |
| *Address 1 | Apt 101             | _    |
| Address 2  | 300 Cyberonics Blvd |      |
| Address 3  |                     |      |
| City       | Houston             |      |
| State      | TX Q Texas          |      |
| Postal     | 77058-1559          |      |

6. Double check that your International Address is correct. This is your address in your home country and should not be changed to a United States address.

| International Address |  |         |   |
|-----------------------|--|---------|---|
| +                     |  |         |   |
| Address               |  | From    |   |
|                       | Confirm your address in your home country is correctly entered | Current | > |

7. Select Contact Details

County

Harris

| E Personal Details            |    |
|-------------------------------|----|
| X Addresses                   |    |
| Contact Details               |    |
| CP Emergency Contacts         |    |
| A Emergency Notification Syst | em |
| Privacy and Security          | ~  |
| Linicity                      |    |
| Settings                      | ~  |
| To Do List                    |    |
| O Holds                       |    |

8. Update your mobile phone number to be your United States mobile number and ensure that it is marked as your preferred number. Update your Other e-mail address to be your preferred personal e-mail address. Your UHCL E-Mail will remain as the checked preferred e-mail.

| Email |                           |              |           |   |
|-------|---------------------------|--------------|-----------|---|
| +     |                           |              |           |   |
| Email |                           | Туре         | Preferred |   |
|       |                           | Business     |           | 2 |
|       | mypersonalemail@gmail.com | Other        |           | > |
| -     | lastname1234@uhcl.edu     | 111 01-21-2- |           | 2 |
| Phone |                           |              |           |   |
| +     |                           |              |           |   |
| Phone |                           | Type         | Preferred |   |
| +1:   | My U.S. phone number      | Nobile       | ~         | 3 |
|       |                           |              |           |   |

9. Changes are made automatically and will update in your SEVIS record upon completion of these tasks.