

# ISS Address Guide for RIT International Students

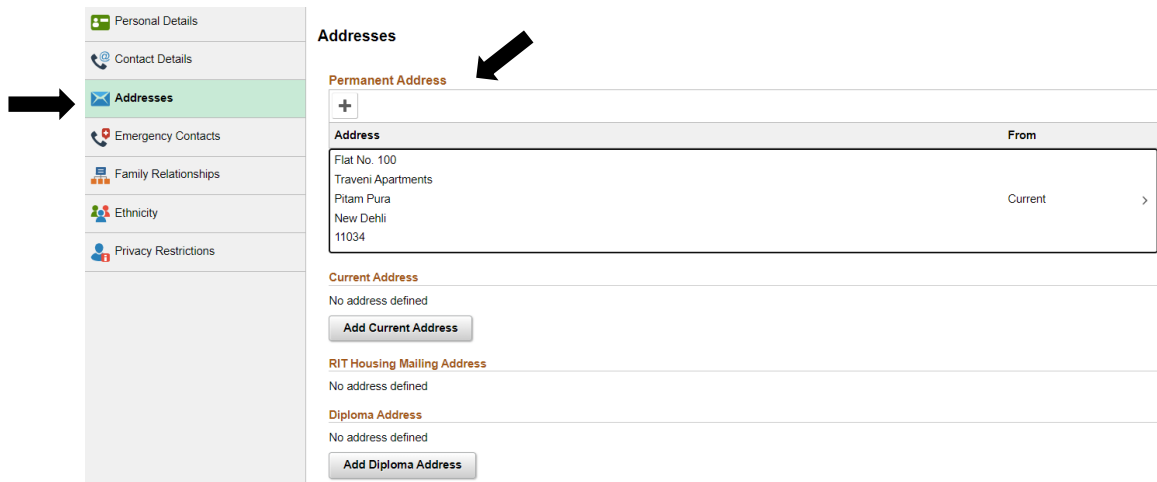
The purpose of this guide is to assist international students and scholars at RIT with maintaining the address requirements of their F-1 and J-1 visa status. Follow the steps in this guide to update your address. Examples of common address errors are included at the end of this guide.

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## STEP 1 – Add/Update Foreign Address in [SIS](#)

- List foreign address under **Permanent Address**.



- Confirm foreign address country code. Foreign country code should **not** be United States.

## STEP 2 – Check US Address in [USPS Address Checker](#)

### Include:

Street Address  
Apartment/Unit Number  
City  
State  
Postal/Zip Code

### Exclude:


Name of Apartment Complex  
Care Of (C/O – when living with someone, care of is only needed for *mailing* address)


## STEP 3 – Add/Update US Address in [SIS](#)

- List US address under **Current Address**.

- Select **United States** country code. This will ensure your address gets validated by SIS.

Type Current

\*From 01/13/2021  Copy From


\*Country United States 

\*Address 1 400 Park Point Dr Apt 1

Address 2

Address 3

City Rochester

State New York 

Postal 14623-2979

County Monroe

- If you have trouble validating your address, check the examples on pg. 4 of this guide.
- US addresses will auto-populate for students living on campus. When moving off campus, please remember to update your address in SIS.

## STEP 4 – Repeat the above steps within 10 days of any move


- Students moving for co-op must also update their address in SIS. Consider using the future address update feature in SIS.
- Students transitioning to OPT:
  - *Before* start date on EAD card update address in **SIS**.
  - *After* EAD start date, update US address in [SEVP Portal](#).

### Adding a Future Address in SIS:

*You can schedule a future address change in SIS before moving!*

- In SIS, click the + symbol under Current Address

**Current Address**





| Address   | From      |
|---|-----------|
| 400 Park Point Dr Apt 1<br>Rochester<br>NY 14623-2979<br>Monroe | Current > |

- Select the effective date and enter new address

**Add Address**

Type Current

\*From 05/15/2021  Copy From


\*Country United States 

\*Address 1 2601 Frankford Rd Apt 2210

Address 2

Address 3

City Dallas

State Texas 

Postal 75287-4515


County Denton

When moving permanently, remember to [forward mail through USPS!](#)


# Examples of Common US Address Errors


## Example #1: Name of Apartment Complex Listed in Current Address

The apartment complex name is not considered part of an address in the US.



Type Current

\*From 11/12/2020  Copy From


\*Country United States 

\*Address 1 Park Apartments

Address 2 400 Park Point Dr Apt 1


Address 3

City Rochester


State New York 


Postal 14623-2979

County Monroe



Type Current

\*From 11/12/2020  Copy From


\*Country United States 

\*Address 1 400 Park Point Dr Apt 1

Address 2

Address 3

City Rochester


State New York 

Postal 14623-2979


County Monroe


## Example #2: Incorrect Country Listed in Current Address

Country must be listed as the United States in order to be verified by SIS.



Type Current

\*From 11/12/2020  Copy From

\*Country India 

\*Address 1 180 Kimball Dr


Address 2 Apt. 1


Address 3

Address 4


City Rochester


PIN Code 14623

State New York 



Type Current

\*From 11/12/2020  Copy From


\*Country United States 

\*Address 1 180 Kimball Dr Apt 1

Address 2

Address 3

City Rochester


State New York 

Postal 14623-2143


County Monroe


### Example #3: Apartment Unit Number Placed Before Street Number and Street Name

The unit number must be listed after the street name. If it is entered on the 2<sup>nd</sup> line, SIS will automatically move to the end of Address line 1.



Type Current

\*From 01/13/2021  Copy From


\*Country United States 

\*Address 1 Apt.1

Address 2 180 Kimball Dr


Address 3

City Rochester


State New York 


Postal 14623-2143

County Monroe



Type Current

\*From 01/13/2021  Copy From


\*Country United States 

\*Address 1 180 Kimball Dr Apt 1

Address 2

Address 3

City Rochester

State New York 


Postal 14623-2143

County Monroe


### Examples of Common Foreign Address Errors

#### Example #1: Foreign Address Lists Incorrect Country Code

Country code should accurately match the foreign address.



Type Permanent


\*Country United States 

\*Address 1 Flat No. 100

Address 2 Triveni Apartments


Address 3 Pitam Pura

City New Dehli


State 

Postal 11034

County



Type Permanent

\*Country India 

\*Address 1 Flat No. 100

Address 2 Triveni Apartments

Address 3 Pitam Pura

Address 4

City New Dehli

PIN Code 11034

State 