



*****IMPORTANT INFORMATION*****

Address Reporting for SEVIS Registration

As required by federal regulations, you must provide our office with a *physical* U.S. address (also known as local address) and phone number while you are on an F-1 visa studying at NJIT.

International students MUST have at least 2 types of address listed on the Pipeline:

- 1. Local Address: Address in the US where you are physically living**
- 2. Permanent Address: Address in your home country**

Your Permanent Address CANNOT be an address in the U.S. This must be an address outside of the U.S.

For complete instructions about entering and/or updating your addresses with NJIT, please visit:

<http://www.njit.edu/global/address-reporting>

It is CRITICAL that you enter your address correctly, following the instructions provided.

Any errors will prevent your address from being correctly reporting in SEVIS.

Please turn over for instructions

Correct

Incorrect

Address Entry

Address line 1: **123 Maple Avenue, Apartmer**
Address line 2:
Address line 3:
City: **Newark**
State or Province: **NJ**
Zip or Postal Code: **07102**



- Entire street address listed in line 1, including apartment number
- No information listed in Address line 2 or 3
- No comma in between building number and street name
- Building number and street listed before apartment number in line 1

Address line 1: **123, Maple Avenue, Apartment AB**
Address line 2:
Address line 3:
City: **Newark**
State or Province: **NJ**
Zip or Postal Code: **07102**



- Incorrect comma between building number and street name

Address line 1: **123 Maple Avenue**
Address line 2: **Apartment AB**
Address line 3:
City: **Newark**
State or Province: **NJ**
Zip or Postal Code: **07102**

- Incorrectly listing Apartment number on address Line 2 (should be included in Address Line 1. NOTHING should be entered in Line 2 and 3.)

Address line 1: **Apartment AB**
Address line 2: **123 Maple Avenue**
Address line 3:
City: **Newark**
State or Province: **NJ**
Zip or Postal Code: **07102**

- Incorrectly listing Apartment number before building and street
- Incorrectly listing building and street on Address Line 2 (should be listed first in Address Line 1)

Address line 1: **Apartment AB, 123 Maple Avenue**
Address line 2:
Address line 3:
City: **Newark**
State or Province: **NJ**
Zip or Postal Code: **07102**

- Incorrectly listing apartment number before building and street

Phone Number Entry

Area Code: **973**
Phone Number: **1234567**
Extension:

- First 3 digits listed in Area Code
- Remaining 7 digits listed in Phone Number
- No digits entered in Extension
- No "extras", such as +1, 9, +, or other country codes added

Area Code: **+1973**
Phone Number: **1234567**
Extension:

- Incorrectly added "+1" before area code (NEVER add + or country code to number)

Area Code: **973**
Phone Number: **123**
Extension: **4567**

- Incorrectly entered part of number in "extension" (NOTHING should be entered in this field)