The Tampa Office of International Services is now located in BEH 255. Please see our contact page for more details and the new walk-in schedule for services.

Local Address, Phone Number, and Email Requirements

USF is required to report the local address, phone number, and email address of all F-1 and J-1 students and scholars to the federal government.

Important:
Your local address is the address at which you are currently physically located within the United States.

- If you are staying at a temporary address, for example: a hotel or with friends or family, please report that address.
- DO NOT report foreign addresses, PO Boxes, USF Boxes, or USF Departmental addresses.
- DO NOT use USF's address (4204 E Fowler Ave)

New Students:
- You must report your physical address to USF as soon as you enter the U.S. USF cannot register your I-20/DS-2019 until we receive a valid local address.

Continuing Students:
- You are required to report changes to your local address to USF within 10 days of any change.

Note: You do not need to change your local address when you leave the U.S. for vacation.

Reporting your Local Address and Phone Number to USF

At USF your local address and phone number is maintained through USF’s Online Access Student Information System (OASIS) as the "Local Mailing" address type. The address you provide will be reported to the Student and Exchange Visitor Information System (SEVIS) where it will be checked for validity and proper formatting.

1. Go to http://oasis.usf.edu and click "Login".
2. Login using your NetID and password.
3. Go to the Personal Information section and click on “Update Addresses and Phones”
4. If a Local Mailing Address is listed click the "Current" link next to it or, if no Local Mailing Address is listed, select "Local Mailing" in the “Type of Address to Insert” dropdown and click “Submit”
5. Enter your new local address and phone number using the guide below and click “Submit”
6. After entering your local address and phone number please also use the “Update Email Addresses” link to verify and update your *Send admissions information to* email address to your primary Non-USF Email Address.

Local Mailing Address Formatting

Required Address Fields: Address Line 1, City, State, Zip or Postal Code, Nation

Phone Number Fields: If you have a local (within the U.S.) phone number you should use the Area Code and Phone Number fields. If you have a cell phone with a foreign phone number use the International Access Code and Phone Number field.
### Local Address Tips

#### Avoid Common Mistakes:
- Do not include your name or the name of your apartment complex, neighborhood, hotel, etc in address line 1.
- Do not include your residence hall name or room number in address line 1.
- Do not separate street number and street name on different address lines.
- Do not enter a Nation other than United States.

#### Examples

Examples of correct and incorrect local addresses as entered in OASIS.

<table>
<thead>
<tr>
<th>House Address</th>
<th>Correct</th>
<th>Incorrect</th>
<th>Error Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 1</td>
<td>123 Main St.</td>
<td>Rocky Bull</td>
<td>Your name should not be in the address and line 1 should always contain the street number and street name.</td>
</tr>
<tr>
<td>Address Line 2</td>
<td>123 Main St.</td>
<td>123 Main St.</td>
<td></td>
</tr>
</tbody>
</table>
### Apartment Address

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th>123 Main St. Apt 3B</th>
<th>123 Main St.</th>
<th>Apt 3B</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>Tampa</td>
<td>Tampa</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Florida</td>
<td>Florida</td>
<td></td>
</tr>
<tr>
<td>Postal</td>
<td>33620</td>
<td>33620</td>
<td></td>
</tr>
<tr>
<td>Nation</td>
<td>United States</td>
<td>United States</td>
<td></td>
</tr>
</tbody>
</table>

- Apartment number should be on line 1

### Residence Hall Address

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th>291 Argos Complex</th>
<th>Castor Hall Room 152a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 2</td>
<td>4202 E. Fowler Ave</td>
<td>4202 E. Fowler Ave</td>
</tr>
<tr>
<td>City</td>
<td>Tampa</td>
<td>Tampa</td>
</tr>
<tr>
<td>State</td>
<td>Florida</td>
<td>Florida</td>
</tr>
<tr>
<td>Postal</td>
<td>33620</td>
<td>33620</td>
</tr>
<tr>
<td>Nation</td>
<td>United States</td>
<td>United States</td>
</tr>
</tbody>
</table>

- Didn't use the mailing address tool to find the correct address for the residence hall

### Address Line 1

- Address Line 2

### Address Line 1

- Street number AND street name should be on line 1 and postal code is too short

### Address Line 1

- City is missing and Nation must be United States

### View Upcoming Events