



## International Services

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.

[Main](#)[New Students](#)[Current Students](#)[J Scholars](#)[Faculty & Staff](#)

## 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.

Sample screenshot

**Local Mailing**

**Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**City:**

**State or Province:**

**ZIP or Postal Code:**

**County:**

**Nation:**

**Primary Phone Number For This Address:**

Area Code	Phone Number	Extension	OR	International Access Code and Phone Number
813	1234567		OR	

  

Phone Type	Area Code	Phone Number	Ext.	OR	International Access Code and Phone Number	Unlisted	Delete
Select				OR		<input type="checkbox"/>	<input type="checkbox"/>
Select				OR		<input type="checkbox"/>	<input type="checkbox"/>
Select				OR		<input type="checkbox"/>	<input type="checkbox"/>
Select				OR		<input type="checkbox"/>	<input type="checkbox"/>
Select				OR		<input type="checkbox"/>	<input type="checkbox"/>

**Address Line 1:** Must start with the street number and street name (Example: 123 Main St) of the house, dorm, apartment, hotel, etc where you are staying. If you are staying in an apartment you should put the apartment/unit number **after** the street name. (Example: 123 Main St. Apt 23)

- *Students staying in residence halls* should use the [address lookup tool located HERE](#) to lookup the proper street address for their location. DO NOT put the residence hall name or room number in address line 1.

**Address Line 2:** (Optional)

**Address Line 3:** Leave this line blank.

**City:** Must contain the name of the city in which you are located. (Example: Tampa)

**State or Province:** Must contain the U.S. State in which you are located. (Example: Florida)

**Zip or Postal Code:** Must contain the 5 digit postal code where you are located. (Example: 33620)

**County:** Leave this blank.

**Nation:** Must be United States

**Area Code:** The three digit area code of your local phone number (Ex. 813)

**Phone Number:** The 7 digits of your local phone number (Ex. 1234567)

**Extension:** This field should not be used.

**International Access Code and Phone Number:** If you do not have a local phone number but have a foreign cell phone number you can enter the foreign phone number in this field exactly as it would be dialed from within the U.S. (Ex. 491231234567)

**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.

	Correct	Incorrect	Error Explanation
<b>House Address</b>			
Address Line 1	123 Main St.	Rocky Bull	Your name should not be in the address and line 1 should always contain the street number and street name.
Address Line 2		123 Main St.	

City	Tampa	Tampa
State	Florida	Florida
Postal	33620	33620
Nation	United States	United States

**Appartment Address**

Address Line 1	123 Main St. Apt 3B	123 Main St.	Apartment number should be on line 1
Address Line 2		Apt 3B	
City	Tampa	Tampa	
State	Florida	Florida	
Postal	33620	33620	
Nation	United States	United States	

**Residence Hall Address**

Address Line 1	291 Argos Complex	Castor Hall Room 152a	Didn't use the mailing address tool to find the correct address for the residence hall
Address Line 2		4202 E. Fowler Ave	
City	Tampa	Tampa	
State	Florida	Florida	
Postal	33620	33620	
Nation	United States	United States	

Address Line 1		4202 E. Fowler Ave	Address includes USF campus address
Address Line 2			
City		Tampa	
State		Florida	
Postal		33620	
Nation		UnitedStates	

Address Line 1		123	Street number AND street name should be on line 1 and postal code is too short
Address Line 2		Main St.	
City		Tampa	
State		Florida	
Postal		3620	
Nation		United States	

Address Line 1		123 Main St.	City is missing and Nation must be United States
Address Line 2			
City			
State		Florida	
Postal		33620	
Nation		India	

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