**Instructions for Adding/Updating Required SEVIS Address and Phone Numbers in ConnectCarolina**

Students are **required** to update their address and phone number in ConnectCarolina within 10 days of a change in order for ISSS to report this information to SEVIS (Student and Exchange Visitor Information System). Please note that there are several address types and phone number types available for you to update in your Student Center in ConnectCarolina. Your U.S. address must be reported under the “Immigration Reporting Address” (Imm Rprt Addr) category, your address in your home country must be reported under the “Foreign Address” (Foreign) category, and your phone number must be checked as your “preferred” phone number in ConnectCarolina in order for this information to be sent to SEVIS. If you are having problems updating your SEVIS addresses in the ConnectCarolina system, please come by ISSS during walk-in advising hours (Monday-Friday 2pm-4pm and Tuesdays/Thursdays 10am-2pm, except University holidays).

**Step 1:** Go to [http://connectcarolina.unc.edu](http://connectcarolina.unc.edu) and click on ‘Login to ConnectCarolina Student Center’
**Step 2:** Enter your ONYEN and ONYEN password, then click ‘Sign In’

**Step 3:** Scroll down to find the ‘Personal Information’ Tab
Step 4: Select ‘Addresses’ from the drop down menu under the Personal Information Tab

Step 5: You can either edit existing addresses here or you can add an address by clicking the button at the bottom. To report your U.S. Address for SEVIS reporting, please select the “Imm Rprt Addr” field.
**Step 6:** Put your address in the proper format or the SEVIS system will reject it. The address must contain the Street number, street name and apartment number in Line 1. Please leave line 2 blank. Also make sure to capitalize the address.

![Image of Edit Address](image-url)

**Step 7:** If adding an address, select the appropriate address category. ‘**Imm Rprt Addr**’ should be your U.S. Address required for SEVIS reporting. ‘**Foreign address**’ should be your address in your HOME COUNTRY (not USA). Click Save when you are done!
To update your preferred phone number follow these instructions:

**Step 1:** Select ‘Phone Numbers’ from the drop down menu under the Personal Information Tab
Step 2: You can either edit an existing phone number or click the ‘Add a Phone Number’ button at the bottom. You must check the ‘Preferred button’ to the side of the phone number that you want reported to SEVIS.