

Entering your U.S. Address in PAWS

- ▶ *In order to maintain your F-1 visa status, you are required to ALWAYS have a correct Home and Mailing address in PAWS.*
- ▶ *You must update your addresses in PAWS within 10 days of any change.*

Terms

▶ HOME ADDRESS

- ▶ *This must be your home country's address (foreign address).*

▶ MAILING ADDRESS

- ▶ *This must be your local U.S. address.*
- ▶ *If you do not have your permanent U.S. address yet, you need to enter the address of where you are currently staying (this can be a hotel address or the address of the friend/family member you are staying with).*

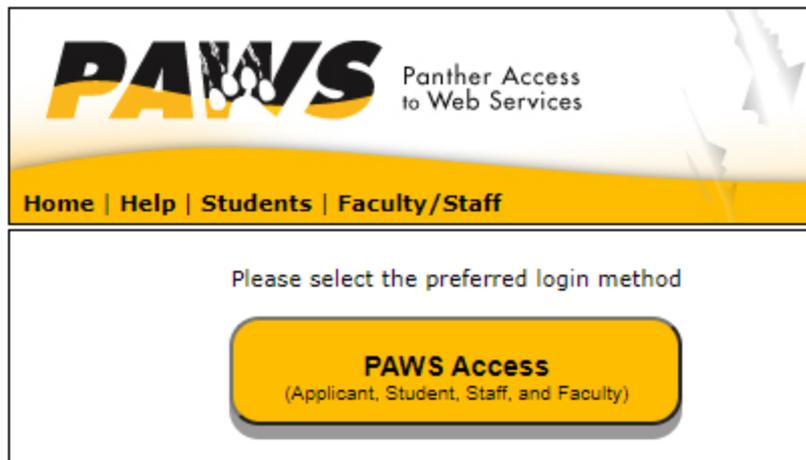
Steps to update your addresses in PAWS

- ▶ *Step 1: Log in to PAWS*
- ▶ *Step 2: Click on the Address you want to update*
- ▶ *Step 3: Click “Edit” or “Add new address”*
- ▶ *Step 4: Enter the address and click “OK”*
- ▶ *Step 5: Verify the address type and “Save”*
- ▶ *Step 6: Review the save confirmation*

See the following slides for screenshots and detailed instructions on each step.

Step 1: Log in to PAWS

- ▶ Open www.uwm.edu/paws
- ▶ Click on the “PAWS Access” button
- ▶ Log in with your UWM ePanther ID and Password



Step 2: Click on the address you want to update

- ▶ On your landing page, find the “Personal Information” section
- ▶ Click on the “Home” or “Mailing” button to update that address

Personal Information

Demographic Data
Emergency Contact
Student Information Release Names
User Preferences
Voter ID Enrollment Letter

other personal... >>

Contact Information

Mailing 123 E Main St Waukesha, WI 53186-5016 Waukesha	Home 43 Arcus St Whangarei
Mailing 262/999-1234	Campus [Redacted]

Yes No

Change Contact Restriction

Step 3: Click on “Edit” or “Add New Address”

- ▶ *When redirected to the next page, select “Edit” to update an address currently listed or “Add New Address” to enter a new address*

Personal Information | Security | Credentials | Participation

addresses | names | phone numbers | email addresses | internet addresses | emergency contacts | demographic information | ethnicity | ethnicity

Addresses

View, add, change or delete an address.

Address Type	Address		
Home	43 Arcus St Whangarei	<input type="button" value="edit"/>	
Mail	123 E Main St Waukesha, WI 53186-5016 Waukesha	<input type="button" value="edit"/>	



[Personal Information](#) | [Security](#) | [Credentials](#) | [Participation](#)

[Addresses](#) | [Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Internet Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Ethnicity](#) | [Ethnicity](#)

go to ...

Step 4: Enter the address and click “OK”

- ▶ *Your Home address must be a non-U.S. address*
 - ▶ *Use the “Change Country” link, if needed*
- ▶ *Your Mailing address must be a U.S. address*
- ▶ *Click “OK” when done*

Favorites Main Menu > Self Service > Campus Personal Information > Addresses

Edit Address

Country: New Zealand [Change Country](#)

Address 1: 43 Arcus St

Address 2:

City: Whangarei

Override Address Verification

The screenshot shows a web browser window with a breadcrumb trail: 'Favorites Main Menu > Self Service > Campus Personal Information > Addresses'. Below this is a form titled 'Edit Address'. The 'Country' field is set to 'New Zealand' and has a blue link 'Change Country' to its right. An arrow points from the right edge of the slide to this link. Below the country field are three text input fields: 'Address 1' containing '43 Arcus St', 'Address 2' which is empty, and 'City' containing 'Whangarei'. At the bottom of the form are two buttons: 'OK' and 'Cancel'. An arrow points from the left edge of the slide to the 'OK' button. Below the buttons is a checkbox labeled 'Override Address Verification' which is currently unchecked.

Step 5: Verify the address and click “Save”

- ▶ **Make sure the correct “Address Type” is selected**
 - ▶ *Home address is a non-U.S. address*
 - ▶ *Mailing address is your U.S. address*
- ▶ **Click “Save”**

Addresses

Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Change Address

43 Arcus St
Whangarei

[Edit Address](#)

Date changes will take effect

(example: 12/31/2000)

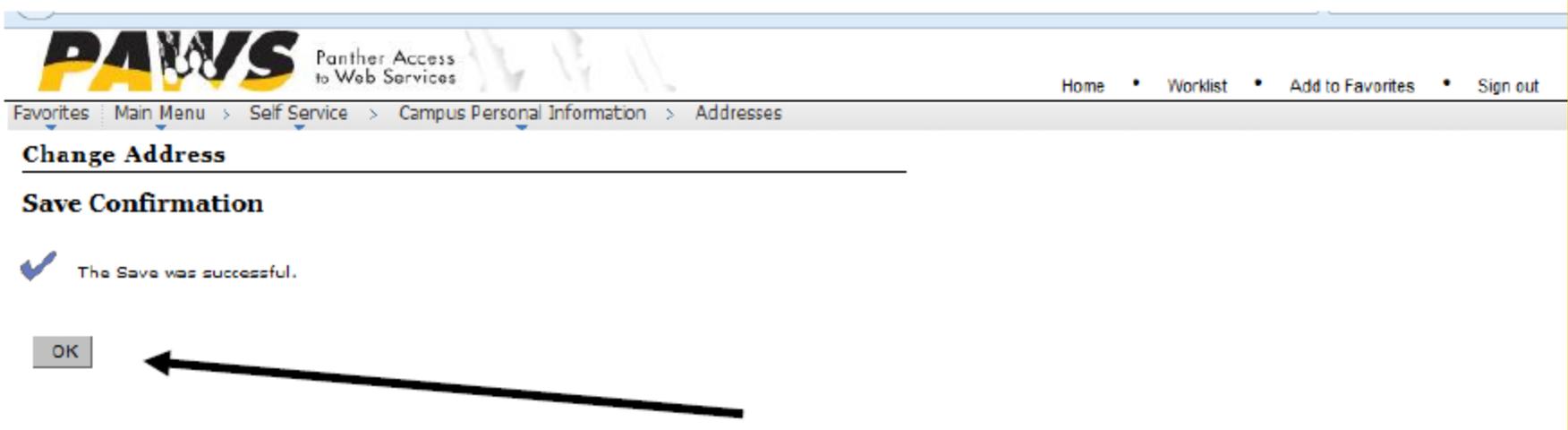
Address Types

- Home
- Mail *
- Business
- Billing

[Return to Current Addresses](#)

Step 6: Review the Save Confirmation

- ▶ *The next page will be a confirmation that your save was successful; click “OK”*



The screenshot shows the PAWS (Panther Access to Web Services) interface. At the top left is the PAWS logo. To its right is the text "Panther Access to Web Services". In the top right corner, there are navigation links: "Home", "Worklist", "Add to Favorites", and "Sign out". Below the header is a breadcrumb trail: "Favorites", "Main Menu", "Self Service", "Campus Personal Information", and "Addresses". The main content area is titled "Change Address" and "Save Confirmation". A blue checkmark icon is followed by the text "The Save was successful.". Below this message is a grey button labeled "OK". A black arrow points from the "OK" button towards the right.

- ▶ *To return to your landing page, click the “Home” button at the top right of the page*

Make sure to update both your Home address and your Mailing address

- ▶ *We will use the U.S. address you enter in PAWS to update your SEVIS record*
- ▶ *Remember that you must update your addresses in PAWS within 10 days of any change.*