Completing the OIS Compliance Verification Form (A REQUIRED PART OF MAINTAINING YOUR STATUS)

1) Before attending check-in, please complete the 'OIS Compliance Verification Form' in Mypack (mypack.ncsu.edu) by navigating to Main menu > Student self-service > Campus personal information > OIS Compliance Verification.
2. In addition, you must update your local address information and list your emergency contact in MyPack Portal (mypack.ncsu.edu). Review the next pages for instructions on updating your local address and emergency contact information.

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In order for OIS to register your arrival and activate your SEVIS record, you must complete the 3 steps below to verify and update your information. Once you have reviewed/completed the three steps, please click the "I Agree" button at the bottom.

**Step 1 : Verify Personal & Educational Information**

To Update Personal Data, Please Contact the department of Registration and Records.

<table>
<thead>
<tr>
<th>Name</th>
<th>SEVIS ID</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa/Permit Type</td>
<td>Citizenship</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Class Level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 2: Update / Add - SEVIS Local Address, Email and Emergency Contact Information**

Updates to addresses and emergency contacts can be made through the MyPack Portal. Your place of physical residence in the U.S. should be entered in the "SEVIS Local" address field. If you do not have a "SEVIS Local" address listed, or you need to update the address listed, please use the links provided to add/update the "SEVIS Local" address to your U.S. address.

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Edit Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Edit Addresses</td>
</tr>
<tr>
<td></td>
<td>Emergency Contacts</td>
</tr>
</tbody>
</table>

**Step 3: Submit Compliance Agreement**

I have read, and understand the Rights and Responsibilities handout.
I certify that I will:

- download & review the OIS Check-In Presentation
- be held responsible for information presented in the OIS Check-In Presentation
- maintain full-time enrollment at North Carolina State University
- not work without authorization or more than is legally allowed by F-1/Non-1 Employment regulations
- keep my passport and immigration documents (e.g., I-20 or DS-2019) valid
- update any address or name change online in the MyPack portal within 10 days
- update my emergency contact information online in the MyPack portal within 10 days
- ensure my I-20 documents are endorsed by OIS for re-entry before I temporarily travel outside the US
- uphold the Code of Student Conduct
- abide by university policies and state/federal laws
- only consider immigration advice from an OIS advisor or qualified immigration attorney.
- do my best as a student-scholar in this academic community
- maintain required health insurance for myself and my dependents
- seek assistance from (or inform) all appropriate sources promptly when (or before) it is beneficial, necessary, or required.

**Compliance Agreement Accepted on JUL-28-2013**
Updating Address Information for OIS (A REQUIRED PART OF MAINTAINING YOUR STATUS)

All students must update their local address information every semester in MyPack Portal (the NCSU Student Information System) as part of the F-1 and J-1 visa requirements. The address information you enter in MyPack Portal will be used to update your SEVIS record (your electronic immigration record with the government). Please select the “SEVIS Local” check box after adding a new address in order for your information to be passed successfully to our office and ultimately to the Department of Homeland Security.

2) Navigate to the Address page by
   a. Clicking on the Main Menu drop down menu
   b. Click on Student Self Service
   c. Click on Campus Personal Information
   d. Click on Addresses
3) Choose Add a new address. Type in your local NC address in the format instructed below and click OK. Incorrect formatting will not be accepted by SEVIS, so read the instructions below carefully. Make sure to enter the address where you are currently living in North Carolina.
4) Select the SEVIS Local check box.
5) SAVE your updates.

** Note: The "SEVIS Foreign" option should only be used for your address in your home country.

Here’s what your address should look like in MyPack Portal:

Address Line 1: Your house or building’s street number and street name  
Example: 1234 Wolfpack Dr.  
(Do NOT include your name or apartment complex name in line 1)

Address 2: Additional information, such as your apartment number and/or apartment name.  
Example: Apt 302 or Valentine Commons, Building C Apartment 101  
(Do NOT include city, state, or zip code information in line 2)

Address 3: Leave Blank

City: Enter your city. Example: Raleigh  State: NC
Postal: Enter the 5 digit postal code, also called “zipcode” Example: 27123
County: You may leave this blank

Example of a correctly formatted address in Mypack Portal. Be sure to enter your own address information.
Updating Phone Information for OIS (A REQUIRED PART OF MAINTAINING YOUR STATUS)

All students must update their phone information every semester in MyPack Portal (the NCSU Student Information System) as part of the F-1 and J-1 visa requirements. The address information you enter in MyPack Portal will be used to update your SEVIS record (your electronic immigration record with the government).

1) Log in to MyPack Portal using your unity ID and password. [https://mypack.ncsu.edu](https://mypack.ncsu.edu)
2) Navigate to the phone page by
   a. Clicking on the Main Menu drop down menu
   b. Click on Student Self Service
   c. Click on Campus Personal Information
   d. Click on Phone numbers
3) Choose Add a phone number. In the Phone Type drop down menu, select your preferred method of contact. Type in your primary phone number and country code and click OK.
4) SAVE your updates.

Here’s what your phone number should look like in MyPack Portal:

<table>
<thead>
<tr>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter your phone numbers below.</td>
</tr>
</tbody>
</table>

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

<table>
<thead>
<tr>
<th>*Phone Type</th>
<th>*Telephone</th>
<th>Ext</th>
<th>Country</th>
<th>Preferred</th>
<th>delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell-Personal</td>
<td>000/000-0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Update WolfAlert Registration
Update/View Privacy Settings
Sign Up for Text & Email Notifications

Example
Updating Emergency Contacts for OIS *(A REQUIRED PART OF MAINTAINING YOUR STATUS)*

All students must update their phone information every semester in MyPack Portal (the NCSU Student Information System) as part of the F-1 and J-1 visa requirements. The address information you enter in MyPack Portal will be used to update your SEVIS record (your electronic immigration record with the government).

1) Log in to MyPack Portal using your unity ID and password. [https://mypack.ncsu.edu](https://mypack.ncsu.edu)

2) Navigate to the phone page by
   a. Clicking on the Main Menu drop down menu
   b. Click on Student Self Service.
   c. Click on Campus Personal Information.
   d. Click on Emergency Contacts.

3) Choose **ADD AN EMERGENCY CONTACT**.
   a. Type in the Contact Name and select your Relationship to them from the drop down menu.
   b. Under Contact’s Phone, type in the contact’s Phone number, extension (if needed), and country code.
   c. *(Recommended)* Click Edit Address. Type in your contact’s address information and click **OK**.
   d. **SAVE** your updates.

Here’s what your emergency contacts should look like in MyPack Portal:

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*Example: detail entry*

*Example: finished emergency contact*