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 home page > 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.

How to Update your Address in MyPack Portal
(REQUIRED FOR MAINTAINING YOUR F-1/J-1 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.

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

2) Navigate to the Address page by  
   a. Clicking on the Main Menu drop down menu    
   b. Click on Student Home Page  
   c. Click on 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.
How to Update Your Phone Number in MyPack Portal
(REQUIRED FOR MAINTAINING YOUR F-1/J-1 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).

2) Navigate to the phone page by
   a. Clicking on the Main Menu drop down menu
   b. Click on Student Home Page
   c. Click on Personal Information
   d. Click on Contact Details
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:

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Modify Contact Information
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**Example**

Updating Emergency Contact Information

All students should update their Emergency Contact information each semester in MyPack Portal (the NCSU Student Information System). An Emergency contact person is someone who will be called in the event of an emergency. (For example, if you are hospitalized or involved in an accident). If possible, you should enter at least 1 emergency contact who is a family member or friend in your home country and at least 1 who is in the U.S. The information that you enter in the MyPack Portal Emergency contact page will be used only for emergency purposes and will be accessible to other campus staff outside of OIS.

2) Navigate to the phone page by
   a. Clicking on the **Main Menu** drop down menu
   b. Click on **Student Home Page**.
   c. Click on **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 page will look like in MyPack Portal: