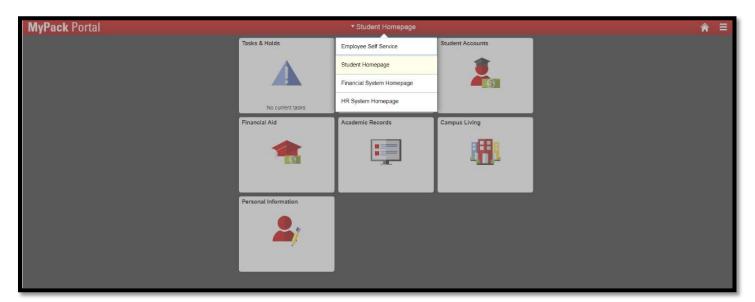
Completing the OIS Compliance Verification Form (A REQUIRED PART OF MAINTAINING YOUR STATUS)

 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



MyPack Portal		▼ Student Homepage		⋒ ≡
	Tasks & Holds	Planning & Enrollment	Student Accounts	
		1		
	No current tasks	02:00 PM 10/24/2017 Enroll Appt:		
	Financial Aid	Academic Records	Campus Living	
	A			
	Personal Information			

Student Homepage		Personal Information	
2. Personal Details	Personal Details		
Contact Details		Date of Birth	NC STATE
Addresses			
Emergency Contacts			
Text/Email Notification Setup	Names		hurd.
uthicity	+		
Privacy Restrictions	Name	Туре	
Residency Information			×
Veterans Information			
OIS Compliance Verification			
Provide Social Security Number	Compliance Verification		
Parent & Guardian Access			

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.

In order for OIS to register your arrival and activate your SEVIS record, you must co Agree" button at the bottom.	mplete the 3 steps below to verify and update your information. Once	you have reviewed/completed the three steps, please click the "I
Step I : Verify Personal & Educational Information		
To Update Personal Data, Please Contact the department of Registration and Record	ds.	
Name		
Unity ID	SEVIS ID	Student ID
Visa/Permit Type	Citizenship	Date of Birth
Class Level		
College		
Major		
Step 2: Update / Add - SEVIS Local Address, Email and Emergency Contact Informa	tion	
Updates to addresses and emergency contacts can be made through the MyPack P address listed, or you need to update the address listed, please use the links provic		n the "SEVIS Local" address field. If you do not have a "SEVIS Local"
Email Address		rgency Contacts Address
// the info below is the original message catalog for 28035,5 Step 3: Submit Compliance Agreement		
I have read, and understand the Rights and Responsibilities handout. Locify 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/J-1 employr keep my passport and immigration documents (e.g., 1/20 or DB-2019) valid update any address or name change online in the MyPack portal within 10 days 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 update by university policies and state/fideral laws only consider immigration advice from an OIS advisor or qualified immigration at 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 Compliance Agreement Accepted on JUL-01-2013 I Agree	lays. ravel outside the US torney.	

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. <u>https://mypack.ncsu.edu</u>
- 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
- 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) **<u>SAVE</u>** 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

	Add Addres	s	S	ave
Туре	SEVIS Local			
*From	12/19/2017	Copy From		
*Country	United States	Q		
*Address 1	1234 Wolf Pack Dr.			
Address 2				
Address 3				
City	Raleigh			
State	North Carolina	Q		
Postal	27606			
County	Wake			

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).

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

Cancel	Add Phone	Save
*Туре	•	
Country Code	0	
Phone Number	000-0000-000	
Extension		
	Preferred	

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.

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

- 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. **<u>SAVE</u>** your updates.

Here's what your emergency contacts page will look like in MyPack Portal:

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