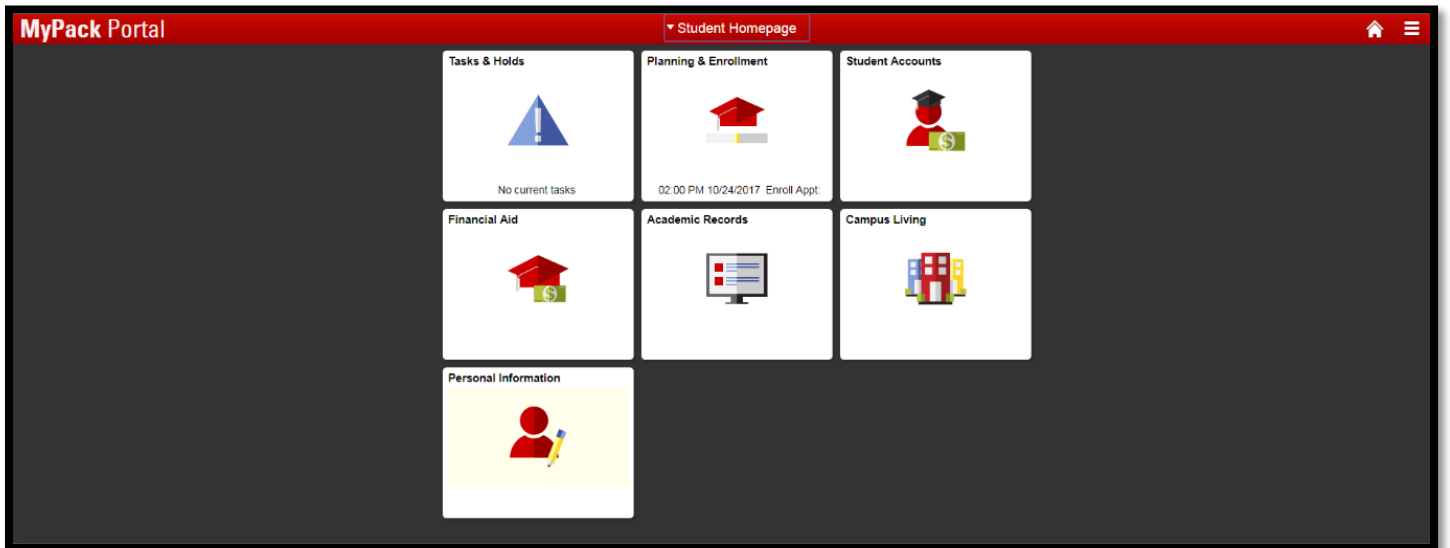
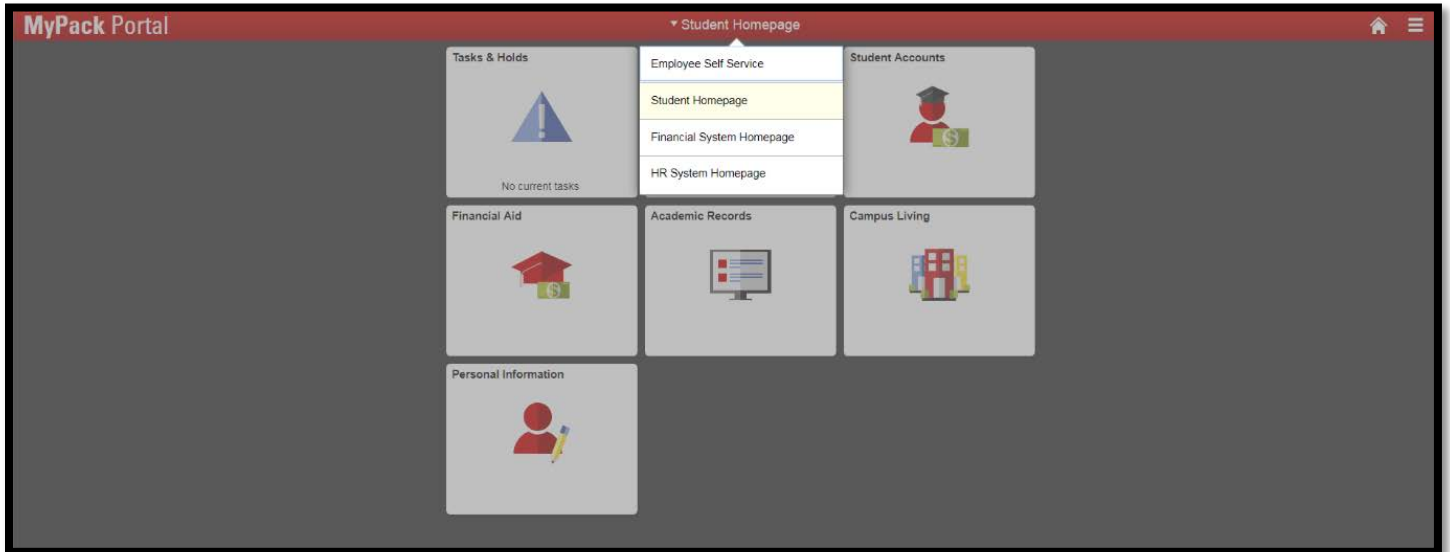


# Completing the OIS Compliance Verification Form (A REQUIRED PART OF MAINTAINING YOUR STATUS)

- 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](http://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 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.

Name	SEVIS ID	Student ID
Unity ID	Citizenship	Date of Birth
Visa/Permit Type		
Class Level		
College		
Major		

**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.

Email Address [Emergency Contacts](#)  
[Edit 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.  
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/J-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 visa 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-01-2013

## 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

The screenshot shows the 'Add Address' form in the MyPack Portal. The form is titled 'Add Address' and has a 'Save' button in the top right corner. It contains several fields: 'Type' is set to 'SEVIS Local'; '\*From' is a date field with '12/19/2017' and a calendar icon, with a 'Copy From' link; '\*Country' is a dropdown menu set to 'United States'; '\*Address 1' is a text field with '1234 Wolf Pack Dr.'; 'Address 2' is an empty text field; 'Address 3' is an empty text field; 'City' is a text field with 'Raleigh'; 'State' is a dropdown menu set to 'North Carolina'; 'Postal' is a text field with '27606'; and 'County' is a text field with 'Wake'.

*Example of a correctly formatted address in MyPack Portal. Be sure to enter your own address information.*

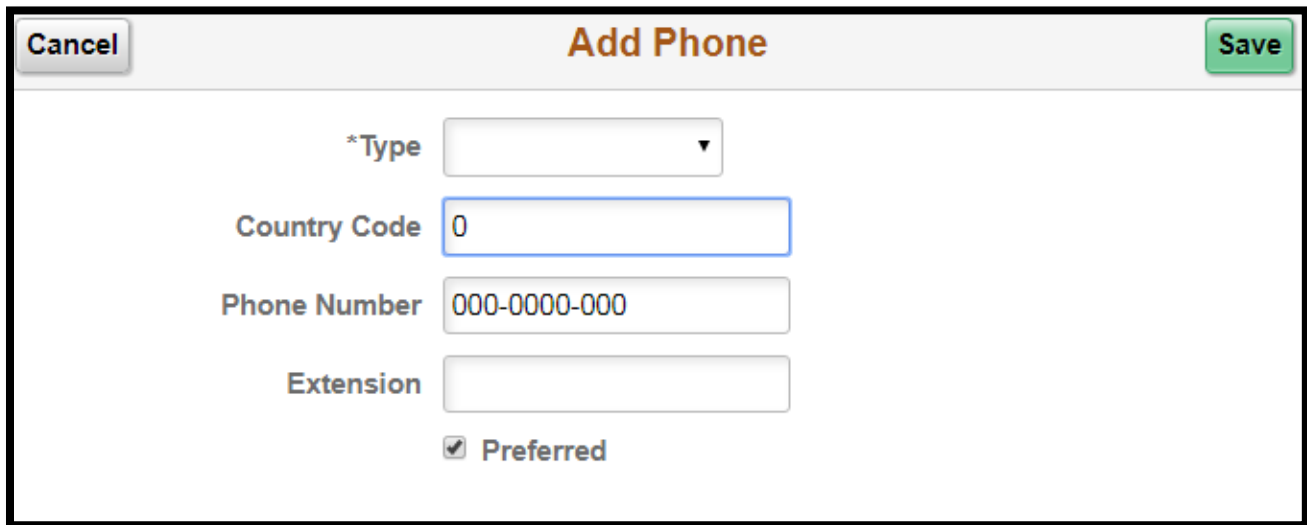
## How to Update Your Phone Number in MyPack Portal (REQUIRED FOR MAINTAINING YOUR F-1/J-1 STATUS)

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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>
- 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:



The screenshot shows a web form titled "Add Phone". At the top left is a "Cancel" button, at the top center is the title "Add Phone", and at the top right is a "Save" button. The form contains the following fields:

- \*Type: A dropdown menu.
- Country Code: A text input field containing the number "0".
- Phone Number: A text input field containing the number "000-0000-000".
- Extension: An empty text input field.
- Preferred: A checkbox that is checked.

*Example*

## Updating Emergency Contact Information

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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. <https://mypack.ncsu.edu>

- 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:

The screenshot shows a modal window titled "Add Contact" with a "Cancel" button on the left and a "Save" button on the right. The form contains the following fields and options:

- \*Name: A text input field.
- \*Relationship: A dropdown menu currently showing "Other".
- Preferred: A checked checkbox.
- Primary Phone Number section:
  - Country Code: A text input field.
  - \*Phone Number: A text input field.
  - Extension: A text input field.
- Other Phone Numbers section:
  - No other phone numbers defined.
  - An "Add Phone" button.

The screenshot shows the "Emergency Contacts" page within the "Personal Information" section. The page has a sidebar with navigation options: Personal Details, Contact Details, Addresses, Emergency Contacts (highlighted), Text/Email Notification Setup, Ethnicity, Privacy Restrictions, Residency Information, Veterans Information, CIS Compliance Verification, Provide Social Security Number, and Parent & Guardian Access. The main content area displays a table of emergency contacts:

Contact	Phone	Preferred
Mrs. Wafi	+1 001003-0000	✓