Instructions for International Student Address and Phone Numbers in Workday

International students are required to maintain **two (2) types of addresses** for your SEVIS immigration records:

1. One address is your **foreign home address**. You must enter usage type “International Permanent”. You must check the “Enter Western Script” box if you are entering address information in a language other than English. If you already have your foreign home address listed but the usage type does not include “International Permanent”, you must add that usage type.

2. The other address is your **US local address**.
   a. Students living OFF-CAMPUS must enter usage type “Primary Local Address”. If the US local address is already listed but the usage type does not include “Primary Local Address” you must add the usage type. This must be your physical address. It cannot be a Post Office box.
   b. Students living ON-CAMPUS do not need to update the primary location address, your housing information is updated automatically. If you later move off-campus you will need to update this information within 10 days of moving.

Please be aware that each address you enter can be assigned multiple usages.

**Off-Campus US Address Format**: This must be your physical address where you live, it cannot be a Post Office box.

**Street Address**:
- Type your Street number THEN Street name THEN Apartment number
- For example: 1234 University Terrace North APT 123
- If you have an apartment or unit number you must include it.
- Please do not use any periods or special characters.
- Do not use the name of your apartment complex (Ex: Hyde Park Flats, Bell Channelside).

**City**:
- If you live in a suburb outside of Tampa (for example: Riverview, Temple Terrace, St Petersburg), you must enter the name of that city rather than simply Tampa.

**State**:
- FL for Florida

**Zip Code**:
- Zip code length is 5 numbers. For example, the on-campus zip code is 33606.

International students are required to maintain **two (2) types of phone numbers** for your SEVIS immigration records:

1. One number is your **US phone number**.
2. The other is your **foreign phone number**.

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1. Login to MyUTampa and select the Workday icon.
2. Select the **cloud** in the upper right-hand corner and select *View Profile.*

*Note: Students who are also Student Workers will have two profiles (Worker and Student) – select the **Student** profile.

3. Select **Contact** (on the left-hand side of the screen).
4. While on the Contact tab select **Edit**.

![Institutional Contact Information](image)

5. A message will display and provide some additional text.

![Please Do Not Use All Capital Letters](image)

6. Use the **pencil icon** to the right of each area to change existing contact information.

![Change Home Contact Information](image)

7. Or use the **Add** button to add an additional contact.
8. To search for a country, type in the country name and hit enter to search.

9. For your US local address, you must make sure that usage type “Primary Local Address” is checked.

10. For your international address, you must make sure that usage type “International Permanent” is checked.
11. If entering an international address that gives you an option to enter your local script that is not English, you must check the “Enter Western Script” box and enter your address in English in the required fields. Please be aware that the Enter Western Script box only displays for some countries. Proceed to the Submit step below to complete your updates.

![Enter Western Script](check)

12. After adding or changing contact information select the Submit button at the bottom of the page.

![Submit](orange)

Contact the Information Technology & Security Service desk for further assistance.

The University of Tampa
Information Technology and Security

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