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.
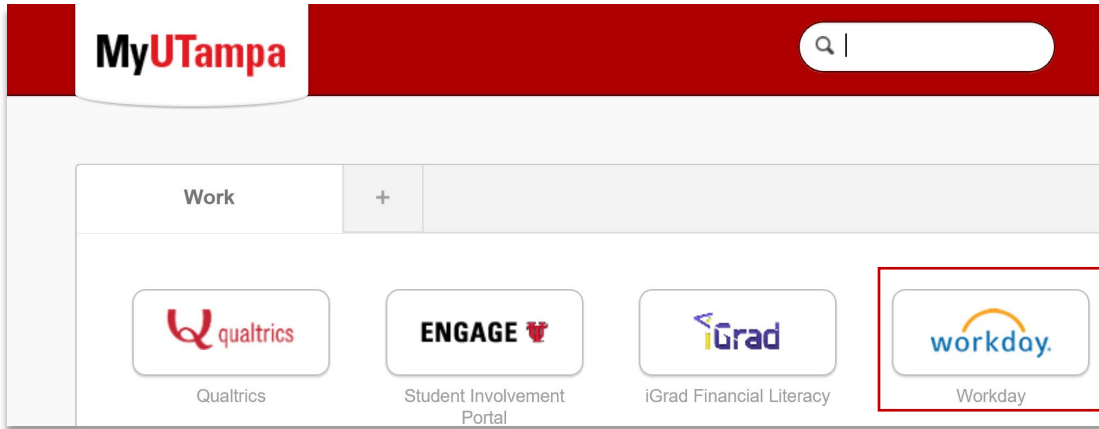
State:
- FL for Florida

Zip Code:
- Zip code length is 5 numbers. For example, the on-campus zip code is 33606.
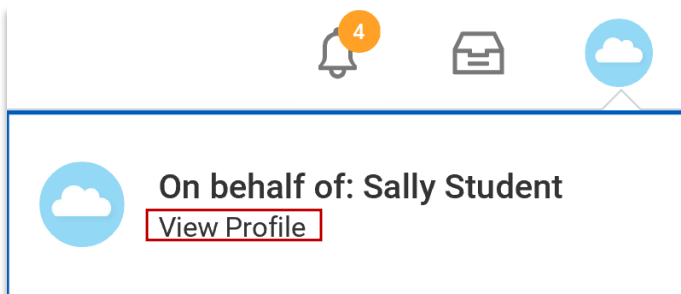
International students are required to maintain **two (2) types of phone numbers** for your SEVIS immigration records:

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


1. Login to **MyUTampa** and select the **Workday** icon.

2. Select the **cloud** in the upper right-hand corner and select *__View Profile.__

On behalf of: Sally Student
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).

Email

Summary

Personal

Contact

Academics

History

Action Items and Holds
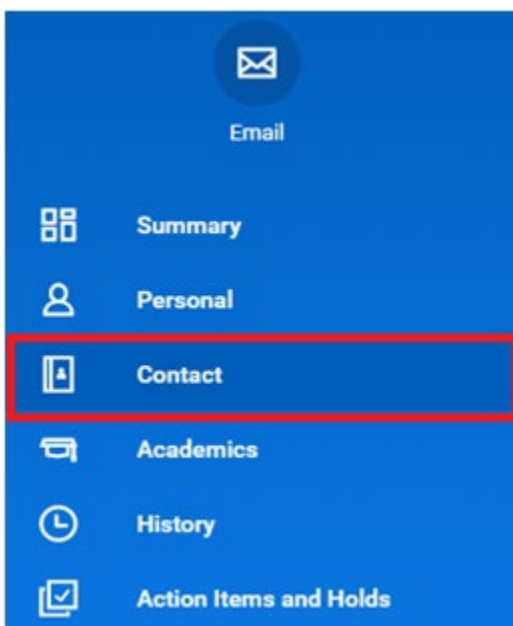
4. While on the Contact tab select **Edit**.

| Contact | Friends and Family | Social |

Edit

Institutional Contact Information

1 item

Address	Usage	Visibility	Effective Date
401 W. Kennedy Blvd. Box 02555 Tampa, FL 33606 United States of America	Institutional (Primary) Mailing	Private	10/18/2019

1 item

Email Address	Usage	Visibility

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

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

Please Do Not Use All Capital Letters

Change Home Contact Information

Address

Primary
● Yes added

Address
12345 Main Street, Tampa, FL 33619

Usage
(empty)

Visibility
Private

7. Or use the **Add** button to add an additional contact.

Phone

Primary
Yes

Phone
+1 (813) 5551234 (Mobile)

Visibility
Private

Add

8. To search for a country, type in the country name and hit **enter** to search.

Country *

Search

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

International Assignment
International Permanent
Mailing
Mail Services Box
Mileage Calculation
Other - Home
Paycheck
Payroll Tax Form
Permanent
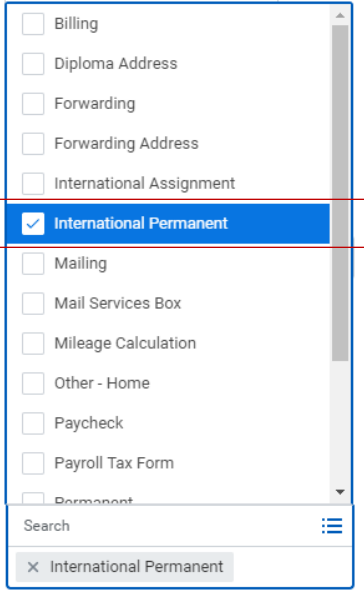Physical Address
✓ Primary Local Address
Shipping
Street Address

Search

× Primary Local Address

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.
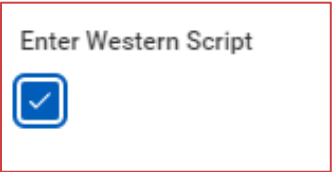
12. After adding or changing contact information select the **Submit** button at the bottom of the page.
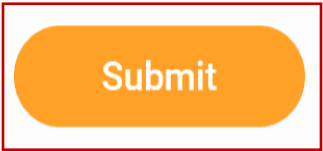
Contact the Information Technology & Security Service desk for further assistance.

THE UNIVERSITY
OF TAMPA.
INFORMATION TECHNOLOGY
AND SECURITY

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