

Instructions for Changing Local Address in Banner

F-1 international students are required by law to inform UIS of any change in local address within 10 days of the change. In the past, the Office of International Student Services has had F-1 students fill out a Change of Address Report and submit it to us to update your record in SEVIS. That will no longer be the protocol. From now on you will be able to update your own local address in the university's self-service Banner system, which will automatically forward the change to our data system. Therefore, you no longer need to come to the ISS office to update that information.

If you are unfamiliar with Banner, it is the software system that you use to register for classes. In order to change your local address, please follow the steps below:

- 1) Go to UIS's website: www.uis.edu.
- 2) Click on "Enterprise" located in the upper right-hand corner of the page, located below the search box.
- 3) Enter in your UIS NetID in the box where it says "EnterpriseID".
- 4) Enter in your UIS password.
- 5) Click on the "Login" button.
- 6) Once you arrive at the Main Menu click on "Personal Information".
- 7) Once on the Personal Information page, click on "Addresses & Phones".
- 8) On the Addresses & Phones page, you should have a mailing address and a permanent address listed.
- 9) If you need to update your local address (also known as "mailing address"), simply click on "Current" located directly underneath the Mailing Address heading.
- 10) From there you can enter in your new local address, then click "Submit". Your address should now be updated.
- 11) Once you have successfully updated your address, you can click "EXIT" in the top right corner of the page to exit from the Banner system.

It is important to know that you should NEVER change your permanent international address to your local address. Both your permanent address AND your local address need to be in the Banner system and they should not match one another. Your permanent address in your home country should only be changed if your family moves to a new address in your home country.

If you have any questions about updating your local address, please either stop by the Office of International Student Services or contact us at 217-206-6675 or at iss@uis.edu.