Reporting your address and telephone number online

1. Go to my.pdx.edu/students
2. Click Log in to Banweb
3. Log in using your ODIN Username and Password
4. Click on Personal Information
5. Click on View/Update Address(es) and Phone(s)
6. Select “Mailing” as the Type of Address to Update
7. Click Submit
8. Enter your new address and phone information
9. Click Submit

When entering your U.S. address, it is important to follow the U.S. Postal Service address standards so that your address is formatted correctly. Using the address for the Office of International Student & Scholar Services as an example, this is how a U.S. address is structured:

- Street Number: this is the number assigned by the U.S. Postal Service to a particular property. **The street number for East Hall is 632.**
- Street Name: this is the name of the street on which the property is located; it includes both the name of the street and the street suffix (for example, Street, Road, Boulevard, Court, etc.); the U.S. Postal Service maintains a list of standard abbreviations for street suffixes, which you may find online [here](#) (the third column). **East Hall is located on Hall Street, which is abbreviated “St.”**
- In some cities, like Portland, a directional marker may indicate which area of the town the street is located in, and is a required part of the address; these markers may come before or after the Street Name, depending on the city. **Since PSU is located in Southwest Portland, we include SW before Hall St.**
- If you live in an apartment, the apartment number (but not the building name) is a required part of the address; please note that in the case of some townhouse-style apartments, the street number may be the apartment number. **ISSS is located in Room 101; Room is frequently abbreviated “Rm”, while Apartment is abbreviated “Apt.”**
- City, State, and ZIP Code: these are required for proper delivery of mail, and should always be entered in the designated fields, **not** in Address Lines 1 or 2.
So the address for the Office of International Student & Scholar Services would be written:

632 SW Hall St Rm 101
Portland OR 97201

When there is no Address Line 2 that line is left blank. Some additional helpful tips for address information include:

- Please make sure to include your apartment number in Address Line 1 with your street address, since that is a required part of the U.S. address (please use Apt or Unit, not No. or #); please provide the apartment number, not the mailbox number
- Please do not include the building name if you live in an apartment building or complex, as that is not a part of the address in the U.S.
- Please do not include any of the following punctuation in your U.S. address: , . & # /
- Please do not select a Nation when you are reporting your U.S. Address (if you are leaving the U.S. for the Summer and are entering your address outside the U.S., you may indicate the nation)

Beginning in December 2015, we are required to report students’ telephone numbers to the U.S. government. This information will be required so that we can continue to report your full-time enrollment and good F-1 status, so please follow these guidelines to ensure that your phone number is reported correctly:

- A U.S. Phone Number is always 10 digits:
  - (Numbering Plan) Area Code: this is the system developed to identify large geographic areas in the old telephone exchange systems, and is the first three digits of your phone number
  - The remaining seven digits are the unique number for your phone
- Please enter your U.S. Phone number as 3 digits in the Area Code field and 7 digits in the Phone number field; do not include a hyphen (-), or the 001/+1 country code
- A telephone Extension is used for direct-dialing within a phone system associated with a single phone number (for example, for reaching a specific person in an office that has one phone number for the office: 1-800-555-5555 x 1234); please do not enter any information in this field
- Please do not enter a foreign telephone number with your U.S. address