

Government regulations require all international students in F or J status to maintain valid U.S. and Foreign addresses at all time.

Please log onto CAESAR (<http://www.northwestern.edu/caesar/>) to ensure your addresses are current and have been updated per the instructions below.

1. Log onto CAESAR.
2. Use the menu on the left-hand side of the screen to navigate to the *Personal Portfolio*.
3. Select *My Addresses*.
4. Select the *Edit* button next to the address type you would like to edit, or select the *Add a New Address* if the address type you are adding has not yet been created.
 - *F-1 and J-1 students must always maintain Current and Permanent Address types in CAESAR as these addresses are automatically reported from CAESAR to SEVIS:
 - Your Current Address must consist of a U.S. address. Don't forget to change the country type using the *Change Country* hyperlink (see screen shot below).
 - Your Permanent Address must consist of a non-U.S. address. Don't forget to change the country type using the Change Country hyperlink (see screen shot below).
5. Update/change the selected address.
6. Select the *OK* button when finished.
7. Select the *Save* button to save your changes.

NOTE: Kellogg MBA students must update their addresses via the Matrix interface.

My Addresses - Windows Internet Explorer

https://ses.ent.northwestern.edu/psp/s9prod/EMPLOYEE/HRMS/c/CC_PORTFOLIO.55_CC_ADDRESSES.GBL?psnkd=1

File Edit View Favorites Tools Help

My Addresses SEVIS Eligibility

CAESAR

Home Add to Favorites

Menu

- My Favorites
- For Students
- Personal Portfolio
 - User Preferences
 - My Addresses**
 - My Phone Numbers
 - My Demographic Information
 - My Emergency Contacts
- Student Center
- View My Student ID
- View My Holds
- Search for Classes
- Help

Edit Address

Change this by clicking here

Country: United States [Change Country](#)

Remember:
Current = United States
Permanent = non-United States

Street/PO Box:

Special Info:

City: State: Postal:

County:

OK Cancel