1. Go to [www.ohio.edu](http://www.ohio.edu)
2. Click on **Log In** in the top right of the screen and click on **MyOHIO Student Center** in the drop-down menu.



1. Login using your Ohio ID (example: yx123456) and password.
2. Click on the drop down “Favorites” menu and select “Student Center”
3. Scroll down to the **Personal Information** box.
4. Click the drop-down menu that says **Other Personal Information** and scroll down to **Addresses**; click the blue arrow next to the box.



1. Click **Add New Address** (*do not click edit*)



1. Click the **QuickAddress** button on the right side of the screen and enter in your current Athens address; you do not need to capitalize or put in the county. Click **Search**.



1. Double check that the address is correct and click **OK.**



1. Check the boxes that say **SEVIS US** and **Mail**.



1. Click **Save.** Click **OK.**
2. ***Complete this process again within 10 days of any address changes.***