

## HOW TO UPDATE YOUR ADDRESS IN GOLD

International students in F-1 or J-1 status are required by US Government regulations to report 1) their current (local) address where they reside while enrolled in classes, and 2) their permanent (home country) address. Regulations also require international students and scholars to report any change of address within 10 days of moving to a new residence. **A P.O. box is not a valid form of living address; students living on campus should indicate their residence hall and room number.**

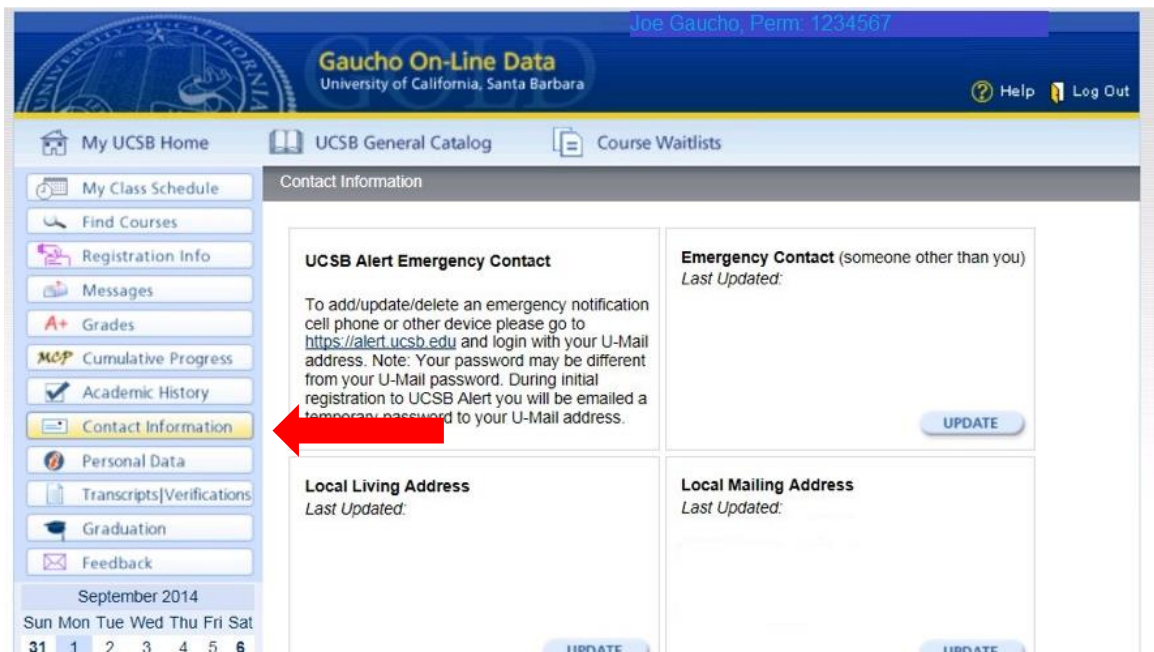
To report your address changes, you must **update GOLD** so OISS can report the address changes in SEVIS. OISS must have at least two addresses reported in GOLD: a permanent address (OUTSIDE of the U.S.) and a local living address (inside Santa Barbara/Ventura County if you are a currently enrolled student).

Log into GOLD: <https://my.sa.ucsb.edu/gold/login.aspx>. You may automatically be redirected to the Contact Information screen upon login.



The screenshot shows the top navigation bar with the user name 'Joe Gaucho, Perm: 1234567' and the 'Gaucho On-Line Data' logo. Below the navigation bar, there is a calendar for September 2014 and a prominent 'Important Message' box. The message reads: 'Please update your Contact Information. By clicking 'Continue' you will be redirected to the Contact Information page.' A 'CONTINUE' button is visible at the bottom of the message box.

If you are not redirected, select "Contact Information" on menu on left side of the screen.



This screenshot shows the 'Contact Information' page. The left-hand navigation menu has 'Contact Information' highlighted with a red arrow. The main content area is titled 'Contact Information' and contains several sections: 'UCSB Alert Emergency Contact' with instructions and an 'UPDATE' button; 'Emergency Contact (someone other than you)' with a 'Last Updated' field; 'Local Living Address' with a 'Last Updated' field; and 'Local Mailing Address' with a 'Last Updated' field. Each of these sections has an 'UPDATE' button at the bottom.

From this page, you must update the following information for your OISS/SEVIS records:

- Emergency Contact
- Local Living Address
- Permanent Address

Joe Gaucho, Perm: 1234567

**GaUCHO On-Line Data**  
University of California, Santa Barbara

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September 2014  
Sun Mon Tue Wed Thu Fri Sat  
31 1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 1 2 3 4  
5 6 7 8 9 10 11

**Contact Information**

**UCSB Alert Emergency Contact**  
To add/update/delete an emergency notification cell phone or other device please go to <https://alert.ucsb.edu> and login with your U-Mail address. Note: Your password may be different from your U-Mail password. During initial registration to UCSB Alert you will be emailed a temporary password to your U-Mail address.

**Emergency Contact** (someone other than you)  
Last Updated:

**UPDATE**

**Local Living Address**  
Last Updated:

**UPDATE**

**Local Mailing Address**  
Last Updated:

**UPDATE**

**Billing Address**  
Last Updated:

**UPDATE**

**Parent Address**  
Last Updated:

**UPDATE**

**Permanent Address**  
Last Updated:

**UPDATE**

SA UCSB This is official University of California Santa Barbara information. Unauthorized access, disclosure, or use of this information may result in disciplinary action and/or criminal prosecution. Questions, comments and suggestions are welcomed. Email: [Reg-Registration@sa.ucsb.edu](mailto:Reg-Registration@sa.ucsb.edu)

**IMPORTANT:**

- Local living address must be an address in Santa Barbara/Ventura County. For example:

<p><b>On-campus address:</b> Residence Hall &amp; Room Number Box _____ University of California Santa Barbara, CA 93106</p>	<p><b>Tropicana Del Norte address:</b> 6525 El Colegio Rd, Apt # _____ Goleta, CA 93117</p>
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- Permanent address must be an address in your home country (NOT a U.S. address).